



Operating Instructions

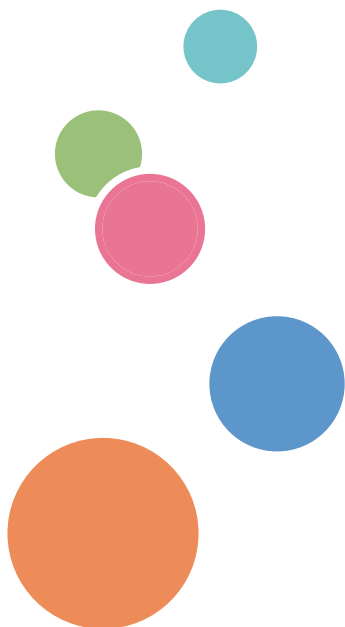


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Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

How to Read This Manual

Symbols

This manual uses the following symbols:



Indicates points to pay attention to when using the software. Be sure to read these explanations.



Indicates supplementary information that you may find helpful, but not essential to completing a task.



Indicates the names of screens, menus, settings, and buttons.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

Contents of this manual are subject to change without prior notice.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Two kinds of size notation are employed in this manual.

Terminology

This section explains the terms used in this manual.

Captured page

A page captured to the machine.

Interactive Pen

An electronic pen that requires a battery to operate, and is used to draw strokes on the whiteboard and operate the machine. All features of the whiteboard can be used when interactive pen is used.

You cannot enter strokes with multiple interactive pens simultaneously.

Stroke

A line can be drawn with the touch pen, interactive pen, or your fingers. A stroke starts when you start drawing and ends when the tip of the interactive pen, touch pen, your fingers, or the mouse is moved away from the surface of the screen.

Touch pen

A pen that is used to draw strokes on the whiteboard and operate the machine. Some features of the whiteboard cannot be used when the touch pen is used.



1. Overview

This chapter provides an overview of the whiteboard function of RICOH Interactive Whiteboard products. It also explains how to view the screen.

1

Things You Can Do with Interactive Whiteboard

You can use the Interactive Whiteboard in a variety of ways to fit your needs.

Use a Whiteboard

This chapter provides an overview of the whiteboard function of Interactive Whiteboard products. It also explains how to view the screen.

In addition to drawing freehand lines, you also can convert freehand-written characters to text data, correct or align freehand-drawn circles and lines, and enter stamps and figures by selecting them from the list.

See page 30 "Writing on the Screen".

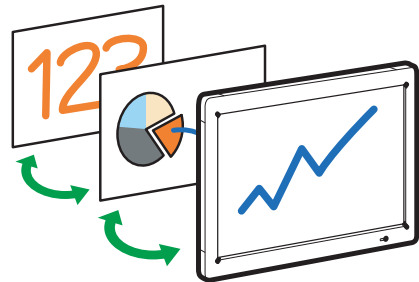


DHG565

Operate pages

You can add or delete pages. You can switch between pages to write, draw, or edit text and figures. You also can change the display magnification of the displayed page.

See page 48 "Operating a Page".



DAB002

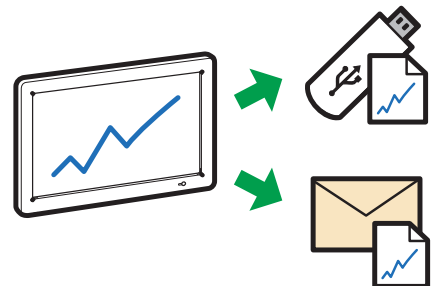
Save pages

You can combine all the pages within a single PDF file. This file can be saved to a USB flash memory device or sent by e-mail. You also can temporarily save the page you are currently using on the solid-state drive of the machine.

See page 53 "Saving Pages".

See page 64 "Sending Pages by E-mail".

See page 56 "Saving Pages Temporarily".

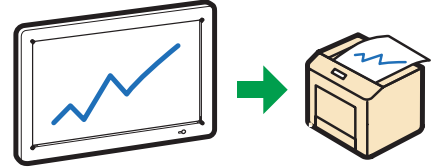


DAB003

Print pages

You can print the currently displayed page or all pages.

See page 70 "Printing".

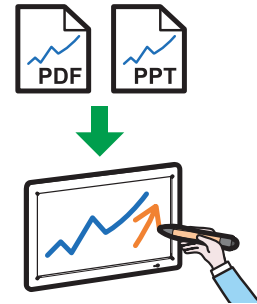


DAB034

Import a file and write text or draw figures

You can import and display a PDF or PowerPoint file on the screen, and write text or draw figures on the displayed file.

See page 58 "Importing a File".



DAB004

Display the screen of a computer and write text or draw figures

You can display an image from a computer, tablet, or document camera. You can also write text or draw figures on the image that is displayed.

See page 83 "Connecting a Computer or Tablet to the Machine".



DAB005

Use Video/Audio devices

You can display an image from a video conferencing device or share the screen image of the machine with other devices at remote locations (RICOH UCS screen sharing). You also can use a projector to project the screen of the machine.

See page 85 "Connecting a Video Conferencing Device to the Machine".

See page 87 "Sharing the Whiteboard Screen in a Video Conference".

See page 89 "Using a Projector to Project a Screen".



DEC015

Connect to a video conference

You can use RICOH UCS-based video conferencing to hold a meeting by connecting an external USB camera, microphone, and speaker to the machine.

See page 91 "Connecting to a Video Conference".



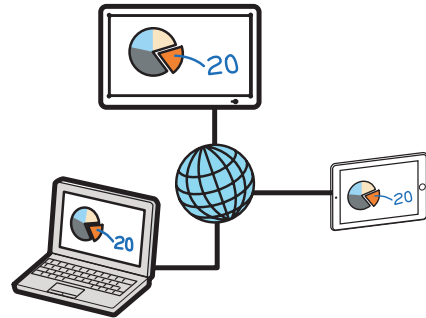
DSQ001

Share a screen with other devices via remote whiteboard

You can share a screen with multiple devices connected via a network. You can also perform operations on the shared screen.

See page 123 "Using a Remote Whiteboard to Share the Screen".

See RICOH Interactive Whiteboard Client Start Guide.



DAB006

View the screen of a remote whiteboard session

You can view the screen of a remote whiteboard session.

See page 134 "Participating from the Web Browser".

See page 136 "Participating from Remote Viewer".

Upload image files and PDF files to the machine

Photos taken with a smart device, stored image files, or PDF files can be uploaded to the machine.

See RICOH Interactive Whiteboard Client Start Guide.

Display the screen of a computer connected via a network

You can use IWB Remote Desktop Software to display the screen of a computer connected via a network. You can also operate the computer from the machine.

See page 118 "Using IWB Remote Desktop Software".

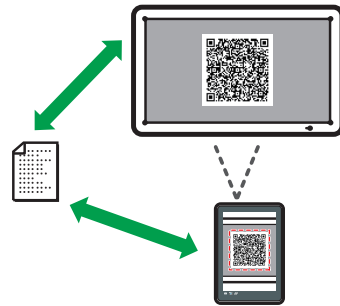


DAB009

Link with a smart device to display or save files

By scanning the QR code that is displayed on the machine by a smart device, you can display the files shown on a smart device on the machine or save the pages displayed on the machine in the smart device.

See page 72 "Linking with a Smart Device".

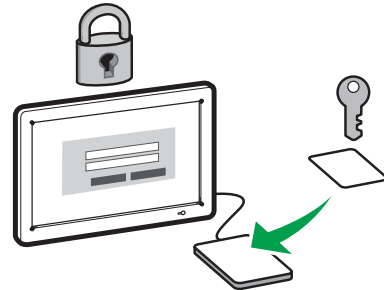


DQW012

Manage the machine with RICOH Streamline NX

You can use the RICOH Streamline NX-based integrated management system to manage the machine by using an IC card- or keyboard input-based authentication function.

See page 253 "Managing the Machine with RICOH Streamline NX".

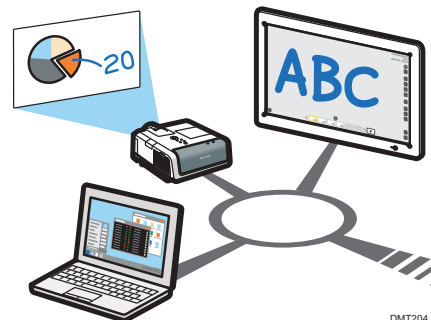


DSQ002

Control IWB from Crestron system

As a Crestron supported device, you can connect and control the machine from Crestron system.

See page 256 "Using the Crestron Function".



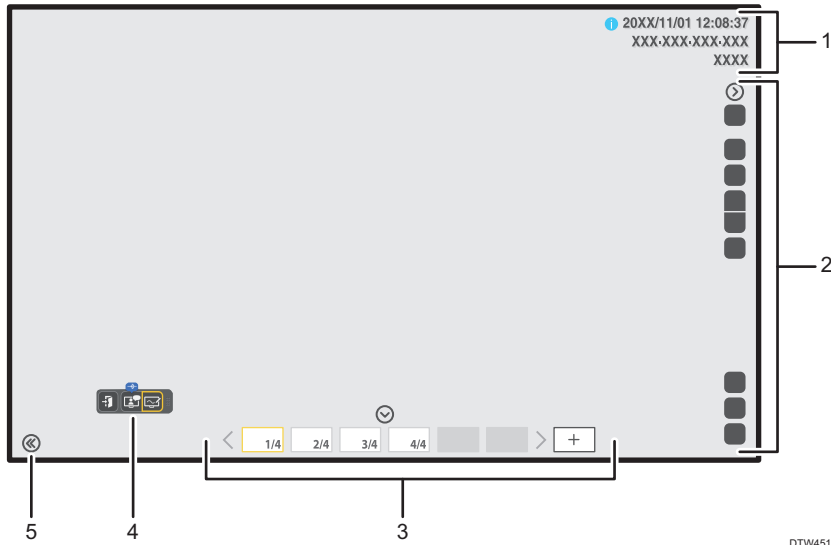
DMT204

 Note

- Before using this machine, configure the time, date, network, and other settings. For details about these settings, see [Opening Administrator Settings](#).

Screen Configuration

1



1. Information display area

This area displays the following information:

- Date and time

This area displays the current date and time.

The date and time can be changed in Administrator Settings. For details about how to change the date and time, see page 157 "Setting the Date and Time".

- Host name

Indicates the host name of this machine. If no host name is specified, this area is blank. The host name is displayed only when information about this machine is registered in a reverse record on the DNS server.

- IP address

Indicates the IP address of this machine.

- Passcode

Indicates the passcode. The passcode is used to join in a remote whiteboard session. In the administrator settings, you can choose whether to manually enter or automatically set the passcode when the machine starts up. For details about changing the settings, see page 192 "Changing the Security Settings".

The host name, IP address, and passcode can be shown or hidden by pressing , the Information display icon. The information is automatically hidden one minute after it is displayed by selecting this icon. To continue displaying the information, change the security settings in Administrator Settings. For details about how to change the settings, see page 192 "Changing the Security Settings".

2. Main operation panel

The icons in this area are used to draw a stroke and perform various other operations on the screen. For details about the icons displayed, see page 19 "Icons Displayed on the Interactive Whiteboard".

The main operation panel can be shown or hidden by pressing  / , the Show and Hide icons.

3. Page operation panel

The icons and thumbnails in this area are used to switch and edit pages. For details about the icons displayed, see page 19 "Icons Displayed on the Interactive Whiteboard".

While an externally input image is displayed, the Page operation panel will disappear automatically if no operations are performed for 10 seconds.

The page operation panel can be shown or hidden by pressing  / , the Show and Hide icons.

4. Floating toolbar

The floating toolbar is displayed only when the RICOH UCS function is enabled. For details about the RICOH UCS function, see page 91 "Using the RICOH UCS Function".

You can change the position of the floating toolbar.

The floating toolbar contains the following icons:

Icon	Description
 Standby	Changes the machine to the standby mode. Reference page 18 "Screen Display Modes"
 RICOH UCS	Switches to RICOH UCS mode. Reference page 91 "Using the RICOH UCS Function"
 Whiteboard	Switches the screen to whiteboard mode. Reference page 18 "Screen Display Modes"

5. Move the main operation panel icon

Moves the main operation panel to the opposite side. The IP address, passcode, and date and time also move together with the panel.

By default, this icon is located on the bottom-left corner of the screen. When the main operation panel is moved to the left, the icon moves to the bottom-right corner of the screen.

Screen Display Modes

You can switch the screen display mode only when the RICOH UCS function is enabled. For details about the RICOH UCS function, see page 91 "Using the RICOH UCS Function".

The following two different screen display modes are available:

Display Mode	Description	Selection Method
Whiteboard Mode	Displays the whiteboard screen.	Touch  , the Whiteboard icon, on the floating toolbar when you are in RICOH UCS mode.
RICOH UCS Mode	Displays the RICOH UCS screen	Touch  , the RICOH UCS icon, on the floating toolbar when you are in whiteboard mode.

Toggle between display modes during a meeting

You can switch to whiteboard mode anytime while you are connected to a meeting in RICOH UCS mode. The connection to the meeting is maintained even after you switch to whiteboard mode.

Note

- When the RICOH UCS function is used for a meeting, a mark indicating a meeting is in progress appears on the icon for the mode that is displayed.

Icons Displayed on the Interactive Whiteboard

Main operation panel

Icon	Description
 Share	- This icon is used to: - host a remote whiteboard session - participate in the hosted remote whiteboard session - The number of antenna bars that are displayed when connecting from a remote whiteboard may change depending on the communication status of the network.  Reference - See page 126 "Opening a Remote Whiteboard Session". - See page 131 "Participating in a Remote Whiteboard Session". - See page 139 "Checking the Remote Whiteboard Information". - See page 87 "Sharing the Whiteboard Screen in a Video Conference".
 Marker Entry Mode	- Used to draw markers with your finger or touch pen. - This icon appears when marker entry mode is selected from the pen submenu. - This icon is not displayed when the interactive pen is used. Reference - See page 30 "Writing on the Screen". - See page 31 "Writing in marker entry mode".

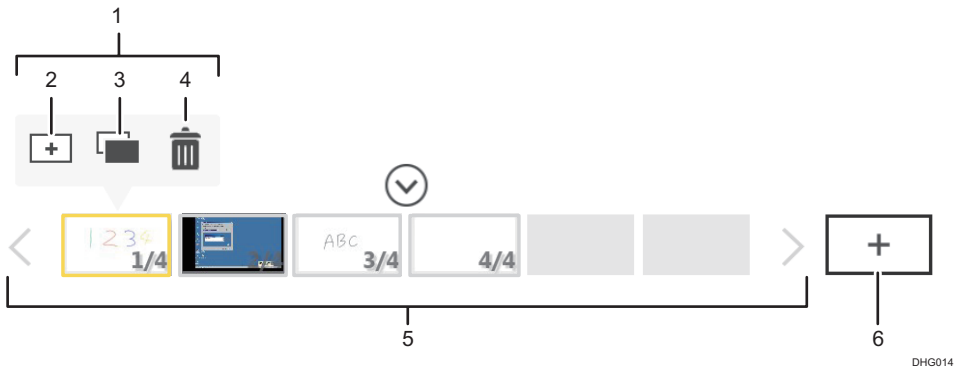
Icon	Description
 Pen Handwritten Entry Mode	• Used to draw strokes, text, or figures, or enter a stamp. • This icon appears when handwritten entry mode is selected from the pen submenu. • Used to change the colors and thickness of the drawing. • Used to display a grid on the screen. • The color of the icon changes according to the selected color. Also, the line width of the icon changes according to the selected line width.  Reference • See page 30 "Writing on the Screen". • See page 32 "Writing in handwritten entry mode".
 Fair Copy Entry Mode	• This icon appears when fair copy entry mode is selected from the pen submenu. • Used to write handwritten text and have the text recognized and converted to text data. • The color of the icon changes according to the selected color.  Reference • See page 30 "Writing on the Screen". • See page 33 "Writing in fair copy entry mode".
 Line Entry Mode	• This icon appears when line entry mode is selected from the pen submenu. • Used to draw lines, dotted lines, and arrows. • The color of the icon changes according to the selected color. Also, the shape of the icon changes according to the selected line type.  Reference • See page 30 "Writing on the Screen". • See page 34 "Writing in line entry mode".

Icon	Description
 Stamp Entry Mode	- This icon appears when stamp entry mode is selected from the pen submenu. - Used to select and enter a stamp. - The color of the icon changes according to the selected color. Also, the shape of the selected stamp is displayed. If the entered text is too long, an icon similar to the following appears:  Reference - See page 30 "Writing on the Screen". - See page 35 "Writing in stamp entry mode".
 Select and Delete	- Used to select a stroke, text, figure, or stamp to edit. - Used to delete a stroke, text, figure, or stamp. - Used to draw strokes, text, figures, or cut/copy/paste stamps. - Depending on the function that is selected on the select or delete submenu, one of the following icons appears: 1.  2.  3.  4.  DQ0021 1. Delete 2. Partially Delete 3. Select 4. Paste Reference - See page 41 "Enlarging, Reducing, or Moving the Strokes". - See page 35 "Deleting Strokes". - See page 43 "Cutting, Copying, or Pasting Strokes".
 Undo/Redo	- Used to undo a drawn, edited, or deleted stroke, text, figure, or stamp. - Used to redo the operation that was undone. Reference - See page 47 "Undoing Operations".

Icon	Description
 Loupe	- Used to change the display magnification. - Used to move a displayed area.  Reference - See page 46 "Changing the display magnification with the pen".
 Switch External Input	- Displays a screen from a connected device in real time. You can switch the displayed screen by touching the icon. - This icon appears when an image from any of the external input terminals is being displayed. - The available icons are as follows: 1.  2.  3.  4.  5.  6.  DGN022 - When the image from the VGA Input is selected - When the image from the DisplayPort Input is selected - When the image from the HDMI Input is selected - When using the IWB Remote Desktop Software - When an externally input image of the whiteboard that is shared by remote whiteboard is being displayed - If the handwritten entry is still displayed when the external input is disconnected  Reference - See page 83 "Connecting a Computer or Tablet to the Machine". - See page 113 "Using the Machine to Perform Operations on a Computer Screen". - See page 123 "Using a Remote Whiteboard to Share the Screen".
 Import to Page	- Captures a screen or an image of the connected device. - This icon appears when an image from any of the external input terminals is being displayed.  Reference - See page 83 "Connecting a Computer or Tablet to the Machine".

Icon	Description
 Operate Computer	- Used to operate a computer screen displayed on the screen of the machine. - This icon appears when you use the IWB Remote Desktop Software.  Reference - See page 118 "Using IWB Remote Desktop Software".
 Whiteboard Detailed Settings	Used to check or change the whiteboard detailed settings.  Reference See page 141 "Changing the Detailed Settings".
 Import and Save	- Used to load a file. - Used to save pages. - Used to add a template as a new page. - Used to send pages by e-mail. - Used to print pages. - Used when using a QR code.  Reference - See page 58 "Importing a File". - See page 53 "Saving Pages". - See page 48 "Adding a Page". - See page 64 "Sending Pages by E-mail". - See page 70 "Printing". - See page 72 "Linking with a Smart Device".
 Close	- Used to put the machine into standby mode. You can temporarily save the page when you put the machine into standby mode. - Used to display the desktop.  Reference - See page 56 "Saving Pages Temporarily".

Page operation panel



1. Captured the page operations icon

Appears when a page in the page list is selected. If no operations are performed for three seconds, the icon will disappear automatically. The following icons are included:

2. Insert Page icon

Adds a new page before the currently selected page. For details, see page 48 "Adding a new page".

3. Page Copy icon

Adds a page by making a copy of the page selected in the page list. For details, see page 49 "Copying a page".

4. Page Delete icon

Deletes the page selected in the page list. For details, see page 51 "Deleting a page".

5. Page List

Displays the thumbnails of pages. To operate a page, touch a thumbnail. Page information is displayed as "page number/total number of pages" at the lower right of the thumbnails.

Up to four pages are displayed. If five or more pages are to be displayed, use $\langle / \rangle$, the Scroll icons, to move between pages.

6. New Page icon

Adds a new blank page at the end of the page list. For details, see page 48 "Adding a new page at the end of the page list".

Note

- If you install another application to the machine, a new icon is added on the main operation panel. Launch the installed application by touching the icon on the main operation panel.
- For details about linking the machine with an application, see page 262 "Using the Application Linking Function".

Operating the Screen

You can use the pen or your fingers or palm to operate the screen.

To select an icon or button, touch the item you want to use with the pen nib or your finger.

To execute the function of an icon on the desktop, touch the same spot twice quickly with the pen nib or your finger.

When operating a computer from the machine, you can perform a single-click by touching the screen once or a double-click by touching the same location twice.

Also, you can enter up to 4 strokes at one time when using the touch pen to perform handwritten entry.

Major Screen Operations

Input

Several methods of entering text and drawing strokes on the whiteboard such as the handwritten entry, fair copy entry, drawing figures, or stamps are available.

Delete

Deletes a whiteboard entry.

You can select and delete a specific stroke or portion of handwriting, or use the palm of your hand or the balls of your fingers to delete an entry (palm deletion mode).

Select

To select an item, enclose the item with a stroke.

Reduce/Enlarge

The selected item can be enlarged or reduced.

Move

The selected item can be moved to a different position.

Cut/Copy/Paste

The selected item can be cut, copied or pasted.

Marker

To draw a marker, touch the screen with your finger and slide it across the surface.

Note

- Palm deletion mode cannot be used when the interactive pen is enabled.
- For details about the screen operation, see page 29 "Basic Operations".

Notes before operating

- If a shirt sleeve touches the display while you are operating the screen, text or figures may not be written or drawn on the display of the whiteboard correctly.
- When the machine is in palm deletion mode, you cannot perform any operation other than deletion.

- You cannot perform operations such as scaling, moving, or using the marker with your fingers drawing on the screen with interactive pen, touch pen, or your fingers.
- While you are operating the screen with your fingers to scale or move an object, the touch may not be recognized accurately when the distance between your fingers touching the screen is too narrow.
- A touch on the top of the screen may not be recognized accurately.

Inserting a USB Flash Memory Device

You can save the pages, log files and various settings that are created or specified on the machine to a USB flash memory device. To use this feature, attach a USB flash memory device to the machine using the following procedure.

CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Important

- If a USB flash memory device is being accessed, do not disconnect it. Doing so can damage the USB flash memory device and corrupt its data.
 - The video files stored on a USB flash memory device cannot be played back on the machine.
 - Use a USB device that supports USB 2.0 or USB 3.0. For details about the type of the USB port and its usage, see [Read This First](#) or [Operating Instructions for the RICOH Interactive Whiteboard D5510/D5520/D6500/D6510/D7500/D8400](#).
 - Use a USB device that is formatted in FAT16, FAT32, or NTFS file system.
 - A USB flash memory device protected by a password cannot be used.
1. Move the USB flash memory device in the correct direction, and then push it straight into a vacant USB port.

2. Using a Whiteboard

This chapter explains the basic operations such as writing text or drawing figures on the display, operations of pages, and how to save displayed on the screen.

Basic Operations

2

You can use the electronic pen, touch pen, or your fingers or palm to perform the following operations:

Operation by the Interactive Pen, Touch Pen, or Your Fingers

- Marker entry
- Handwritten entry
- Fair copy entry
- Line entry
- Stamp entry
- Erase/Reduce/Enlarge/Move
- Cut/Copy/Paste
- Changing the display magnification/moving the display area

Operation by the Electronic Pen, Touch Pen, or Your Fingers or Palm

- Erase

Operation by the Interactive Pen

- The operations by the pen bottom (erasing the drawn strokes or performing the action similar to right-clicking the mouse of a computer) can be performed.

In this manual, the interactive pen, touch pen, or your fingers are referred to as the "pen" if the operational procedure is the same for all those methods.

★ Important

- To shut down the machine, press and immediately release the power button of the display. If one of the following actions is performed to turn off the machine instead of using the power button, the machine might become damaged:
 - Turning off the main power (If the machine which you use has the main power button)
 - Disconnecting the power cable
- For details about how to shut down the machine, see the provided manual. The procedure differs depending on the machine being used.

↓ Note

- You cannot enter strokes with multiple interactive pens simultaneously.

- When using the machine without the interactive pen, use the touch pen or your fingers to operate the marker, select the menu, manage dialog boxes, and operate the applications on the desktop.
- Depending on the machine model you are using, you may be able to use the touch pen instead of the interactive pen if the electronic pen is lost or its battery runs out. If this is the case, enable [Handwritten Entry with Touch Pen] on the system settings. However, operating the marker and the operation by the pen bottom will not be possible.

Writing on the Screen

Write text or draw figures using your fingers, the interactive pen, or touch pen.

Lines, automatically-recognized figures, and fair copy entry text can be automatically aligned to the grid lines when entering, moving, reducing or enlarging the item. The Snap-to-grid function can be enabled or disabled under the Whiteboard Detailed Settings. For details, see page 141 "Changing the Detailed Settings".

1. Touch , the Pen icon.

The Pen icon submenu appears.



1. Line colors

Selects the color of drawn lines. You cannot select line colors in marker entry mode.

2. Line colors (semi-transparent)

Selects the color of drawn lines from the semi-transparent colors. You cannot select line colors in marker entry mode.

3. Thickness of the line

Selects the thickness of the drawn lines. You cannot select line thicknesses in marker entry mode or stamp entry mode.

4. Grid line

Switches between showing and hiding the grid line on the screen.

5. Entry mode

Selects the type of the item to draw.

-  Writing in marker entry mode (page 31 "Writing in marker entry mode")
This icon is not displayed when the interactive pen is enabled.
-  Writing in handwritten entry mode (page 32 "Writing in handwritten entry mode")
-  Writing in fair copy entry mode (page 33 "Writing in fair copy entry mode")
-  Writing in line entry mode (page 34 "Writing in line entry mode")
-  Writing in stamp entry mode (page 35 "Writing in stamp entry mode")

6. Explanation of the various writing operations

Displays the explanation screen for various operations.

Note

- The selection buttons that correspond to each entry mode are displayed for the following entry modes: copy text entry, line entry, and stamp entry.
- To deepen the color of the grid line, select the [Darken the color of grid/guide line] check box in System Settings. For details, see page 186 "Changing the System Settings".
- 3,000 total strokes, fair copy entry text, figures, and stamps can be drawn on a single page. The maximum number of each item that can be entered on a single page is as follows:
 - 3,000 strokes
 - 1,000 characters (Japanese, Chinese), or 1,000 words (alphanumeric characters)
 - 1,000 figures
 - 500 stamps
- 90,000 total strokes, fair copy entry text, figures, and stamps can be drawn on all pages.

Writing in marker entry mode

A marker is a semi-transparent, thick line drawn with your finger or touch pen. The drawn marker disappears in a few seconds after it is drawn.

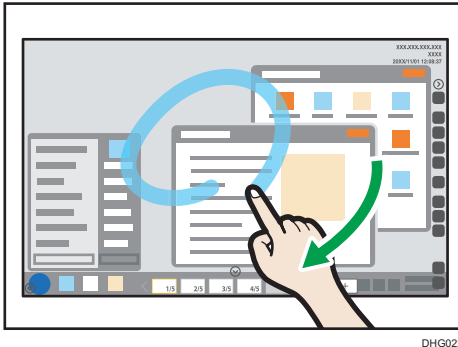
A marker is useful to indicate an important portion of written text, drawn figures, or a displayed image to which you want to draw attention. This function can also be used while a remote whiteboard is used.

Important

- This icon is not displayed when the interactive pen can be used. When you use the interactive pen, touch the screen with your finger and slide it across the surface to draw markers.

- One marker can be drawn whether or not [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard is selected.
- Depending on the machine model you are using, the marker function may become unavailable while lines, or stamps, or manipulating strokes are drawn.

1. Touch , the marker entry mode icon.
2. Touch the screen with your finger or the touch pen and slide it across the surface.



DHG022

The light blue (cyan) marker runs to the point where you lift your finger off the screen.

Drawing markers during a remote whiteboard session

A marker can be drawn in by all machines hosting or participating in remote whiteboard, and it is displayed on all the machines.

The colors of the markers used during a remote whiteboard session are as follows:

- Host whiteboard: Light blue (Cyan)
- First participating whiteboard: Pink (Magenta)
- Second participating whiteboard: Green
- Third participating whiteboard: Orange (Yellow)

Note

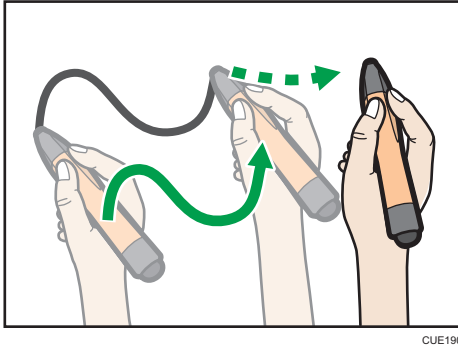
- You cannot draw markers while a compatible mode is enabled for a remote whiteboard session.
- You cannot save, send by e-mail, or print markers.
- When you are using an application that is linked to the whiteboard and you switch the mode to the marker entry mode with the mouse, the marker starts writing from where you press with the mouse button until you release it. Regarding links to applications, see page 262 "Using the Application Linking Function".

Writing in handwritten entry mode

Write freehand text or draw figures.

1. Touch , the Handwritten Entry mode icon.

2. Select the color and thickness of the line you are drawing from the submenu.
3. Move the pen on the screen.



CUE190

↓ Note

- In handwritten entry mode with the touch pen, you can write up to 4 strokes at one time. To enter multiple strokes simultaneously, enable [Handwritten Entry with Touch Pen] in the System Settings, and then enable [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard. For details, see page 186 "Changing the System Settings" and page 141 "Changing the Detailed Settings".
 - Operations using your fingers (displaying the enlarged image, switching pages) cannot be performed while this function is used.
 - The input mode cannot be switched to fair copy entry, line entry or stamp entry while an entry is being made.

Writing in fair copy entry mode

Write freehand characters and have them automatically recognized and converted to text data.

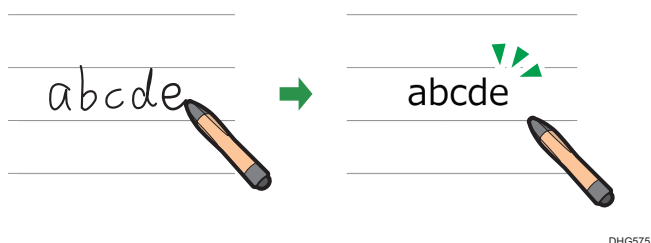
Horizontal and vertical lines, circles, and rectangles are also recognized and corrected automatically.

1. Touch , the Fair Copy Entry mode icon.
2. Select the color, size, and language of the characters to be entered.

A guideline that corresponds to the selected character size is displayed.

3. Write characters with the pen in the squares on the guideline.

Handwritten characters are recognized and converted automatically, and displayed as text data.



↓ Note

- Japanese or Chinese characters are recognized and converted into text for each single character. Alphanumeric entries are recognized for each single word.
- If a hand-written Japanese or Chinese character is not recognized correctly, touch and hold the character until the list of candidates appears. Then, select the correct character from the list.
- To add an additional available language to the machine, download the appropriate language pack for whiteboard from the Ricoh website and use a USB memory device to install it on the machine. The language pack is need for RICOH Interactive Whiteboard D5510 to add another language. For details about how to install a language pack for whiteboard, see page 184 "Updating the System Using a USB Flash Memory Device".
- The size of the character is not affected by changing the line width. An appropriate thickness is automatically applied to the character according to the size of the character.
- A line that protrudes greatly from the guideline is recognized as a separate stroke.
- To deepen the color of the guide line, select the [Darken the color of grid/guide line] check box in System Settings. For details, see page 186 "Changing the System Settings".
- If you change to remote whiteboard in compatible mode, the entered characters are converted to an image and cannot be edited anymore.
- If you want to enter a small figure that may be converted as a character in fair copy entry mode, you can configure the machine to perform figure recognition in the Whiteboard Detailed Settings. For details, see page 141 "Changing the Detailed Settings".

Writing in line entry mode

Write freehand lines and arrows.

1. Touch , the Line Entry mode icon.
2. Select the color, thickness, and type of the line you are drawing.
3. Touch the screen surface with the pen nib, and move the pen while keeping the pen on the screen surface.

A line or arrow that connects the start and end points is drawn.

↓ Note

- You cannot draw a line that is less than 10 mm in length.

Writing in stamp entry mode

Select and write a figure or stamp you want to use from the list.

1. Touch , the Stamp Entry mode icon.
2. Select the color and type of the figure or stamp you want to use.
Touch   to switch to a different figure or stamp list pages.
3. Touch the screen in the position you want. The selected figure or stamp is drawn in the position you touched with the pen nib.
To move the position of the figure or stamp, keep the pen nib in contact with the screen surface after touching the screen and drag the pen to the position you want.
4. Enlarge, reduce, or move the figure or stroke as desired.
For details, see page 41 "Enlarging, Reducing, or Moving the Strokes".

↓ Note

- You cannot select the thickness of the line when a stamp is being selected.

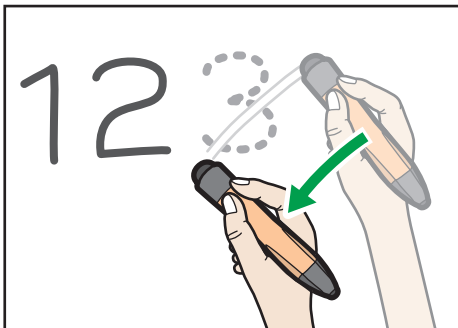
Deleting Strokes

This section explains how to delete written text and drawn figures. You can delete an individual stroke or delete only the specified portions of a stroke.

Deleting individual strokes

Deleting using the pen bottom

1. Move the pen bottom across a stroke to erase it.



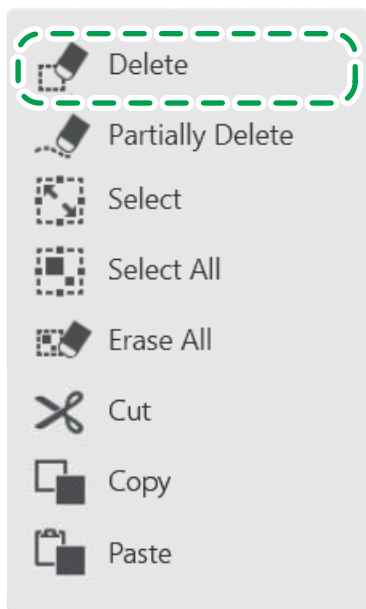
CUE191

Note

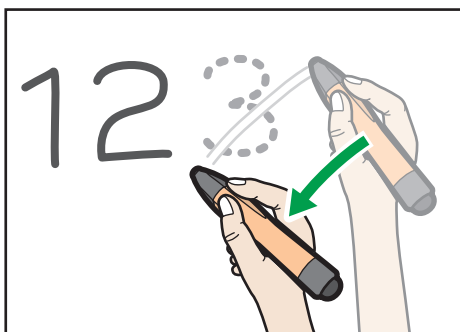
- This operation can be performed only when the interactive pen is used.

Deleting using the pen nib

1. Touch , the Select and Delete icon, and then touch , the Delete icon.

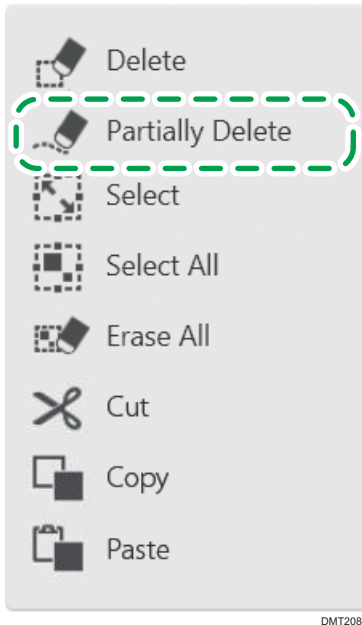


2. Move the pen nib across a stroke to erase it.



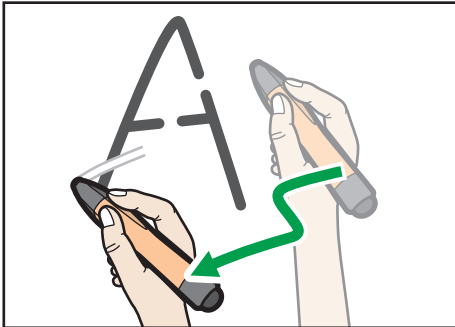
Deleting a portion of a stroke

1. Touch , the Select and Delete icon, and then touch , the Partially Delete icon.



DMT208

2. Move the pen over the stroke.



DAB030

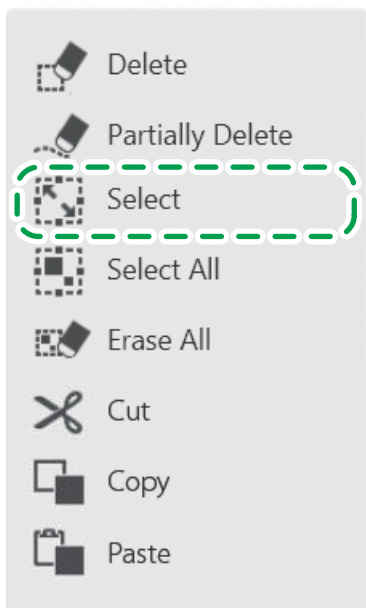
Only the portions of the stroke touched by the pen nib are deleted. The thickness of the deleted portions is equal to the one selected by , the Pen icon.

Note

- You cannot partially delete fair copy entry text, figures, or stamps.
- You cannot use this function when using remote whiteboard in compatible mode.

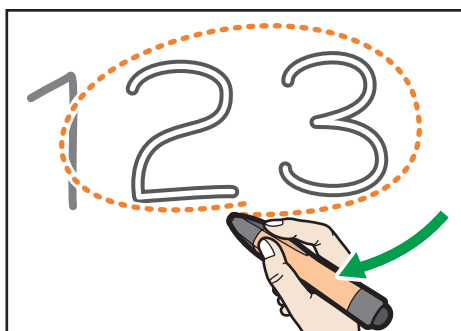
Selecting and deleting multiple strokes

1. Touch , the Select and Delete icon, and then touch , the Select icon.

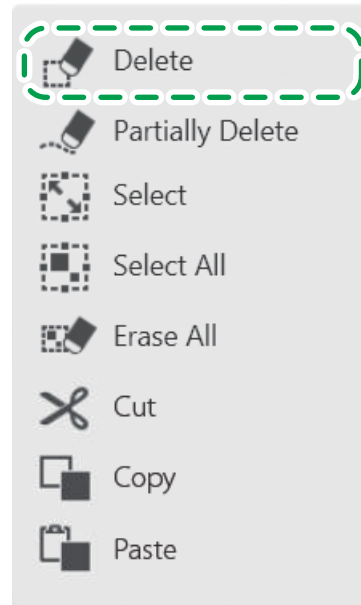
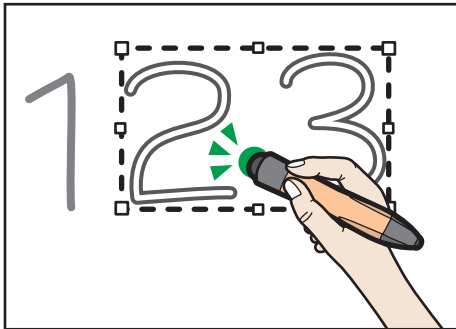


2. Enclose a stroke with the pen nib to select the stroke.

You can select a single stroke by touching it.



3. Touch anywhere in the selected area with the pen bottom or touch , the Select/Delete icon with the pen nib, and then touch  [Delete].



DQP032

Note

- Operations by the pen bottom is possible only when the interactive pen is used.

Deleting all strokes

You can erase all strokes on the screen.

1. Touch , the Select and Delete icon.
2. Touch  [Erase All].
3. Touch [Delete].

Deleting in palm deletion mode

You can use the palm of your hand or the tips of one or more fingers to delete a whiteboard entry.

When the area of your contact on with the screen with using the palm of your hand or the tips of one or more fingers exceeds a predetermined size, the system automatically switches to palm deletion mode. When you release remove the palm of your hand or the tips of one or more fingers from the screen, the system exits from palm deletion mode.

In palm deletion mode, you can delete part or all of an entry written in handwritten entry mode. You can also delete characters written in fair copy entry mode, or graphics, or stamps.

Use the palm of your hand or the tips of your fingers as appropriate, depending on what area of a whiteboard entry you want to delete.

In palm deletion mode, either a large or small icon is displayed, depending on the area of your contact on the screen with your hand or fingers. To delete an entry, move drag the displayed delete icon across the entry.

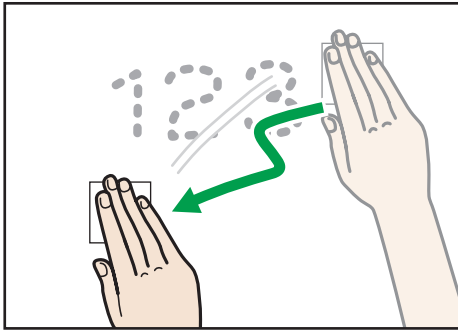
↓ Note

- This operation cannot be performed when the interactive pen is used.

Deleting with the palm of your hand

To delete a larger area of an entry, use the palm of your hand.

1. Touch the screen with the palm of your hand.
2. Drag the displayed delete icons across the entry that you want to delete.



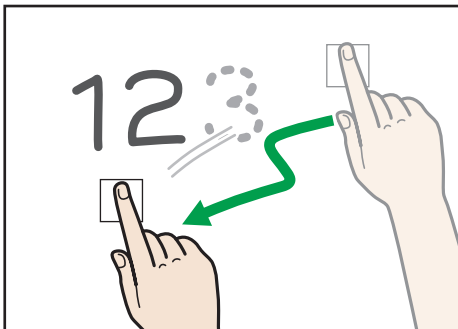
DSQ004

The portion of the entry that you dragged the delete icons across is deleted.

Deleting with the tips of your fingers

To delete a narrower area of an entry, use the tip of your finger.

1. Touch the screen with the tip of your finger.
2. Drag the displayed delete icon across the entry that you want to delete.



DSQ003

The portion of the entry that you dragged the delete icon across is deleted.

Note

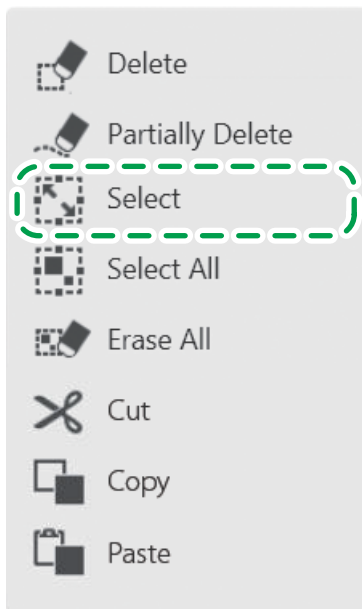
- If the area that your finger touches on the screen is too narrow, the touch may not be recognized correctly, resulting in a deletion failure.
- Fair copy entered text, graphics, or stamps cannot be partially deleted.
- When the machine is in palm deletion mode, you cannot perform any operation other than deletion.
- Up to 4 deletion icons can be displayed and operated at a time.
- You cannot use palm deletion mode on RICOH Interactive Whiteboard D5510.
- In addition to your finger, the RICOH Interactive Whiteboard D5520/D6500/D6510/D7500/D8400 allows you to use a commercially available whiteboard eraser or the like. To avoid damaging the screen, use a whiteboard eraser made from soft materials such as cloth.
- On the RICOH Interactive Whiteboard D6500/D8400, a message prompting you to update the firmware of the touch sensor may appear. If the message appears, follow the message to update the firmware. If you cancel the update, you cannot use palm deletion mode.

Enlarging, Reducing, or Moving the Strokes

You can enlarge, reduce, or move the written text or drawn figures after selecting it.

Selecting a stroke

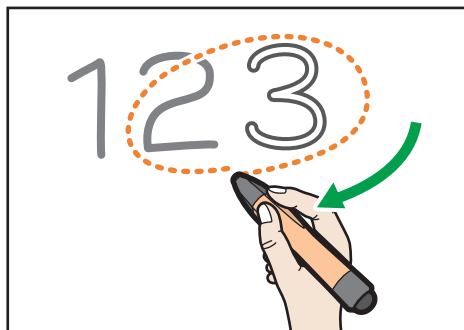
1. Touch , the Select and Delete icon, and then touch , the Select icon.



DMT201

2. Enclose a stroke with the pen nib to select the stroke.

You can select a single stroke by touching it.

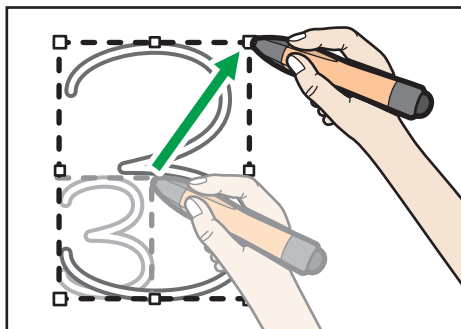


CUE062

Touch  [Select All] to select all strokes on the page.

Enlarging or reducing strokes

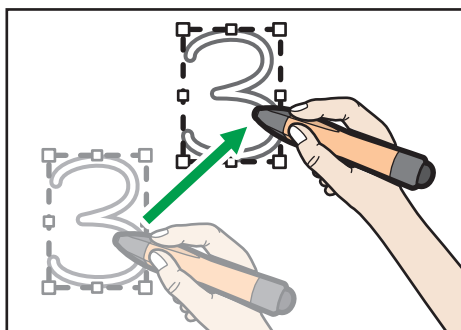
Place the pen nib on the corner or the center of a side, and then drag the pen nib so that the stroke can be enlarged or reduced to the size you want.



CUE064

Moving strokes

Drag the selected stroke to the area where you want to place the stroke.



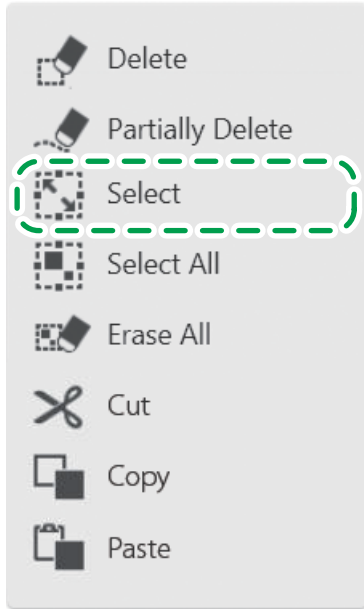
CUE063

Cutting, Copying, or Pasting Strokes

You can select, cut, copy, or paste a stroke already drawn on the screen.

Cutting or Copying Strokes

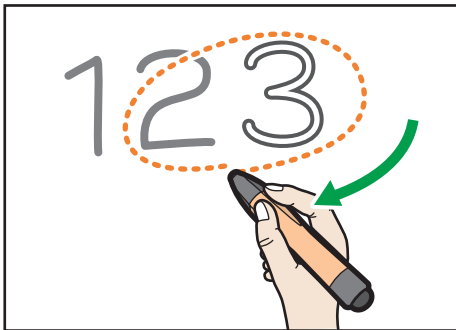
1. Touch , the Select and Delete icon, and then touch , the Select icon.



DMT201

2. Enclose a stroke with the pen nib to select the stroke you want to cut or copy.

You can select a single stroke by touching it.



CUE062

Touch  [Select All] to select all strokes on the page.

3. Touch , the Select and Delete icon, and then touch  [Cut] or  [Copy].

Touching [Cut], you can erase the stroke.

Pasting Strokes

Pastes the content of the clipboard when it contains strokes that have been cut or copied.

1. Touch [Paste] and touch the place on the screen to paste the cut or copied stroke.

You can perform this operation successively. Also, dragging the pasted stroke continuously, you can move it.

2. Enlarge, reduce, or move the figure or stroke as you want.

For details, see page 41 "Enlarging, Reducing, or Moving the Strokes".

Note

- The cut or copied strokes are saved temporarily until one of the following operations is performed:
 - Another stroke is cut or copied.
 - The machine is shut down.
 - The machine enters standby mode.
 - The whiteboard is closed.
 - A remote whiteboard in compatible mode is opened.

Changing the Display Magnification/Moving the Display Area

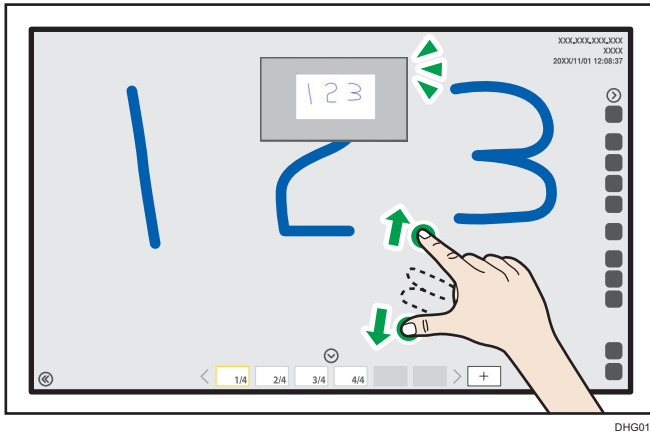
There are two methods for changing the display magnification of a displayed page or moving the display area of an enlarged page. The first is to use your fingers, and the second is to use the pen.

Note

- When hosting or participating in a remote whiteboard session, the result of the operation you perform is applied to all the devices.

Changing the display magnification using your fingers

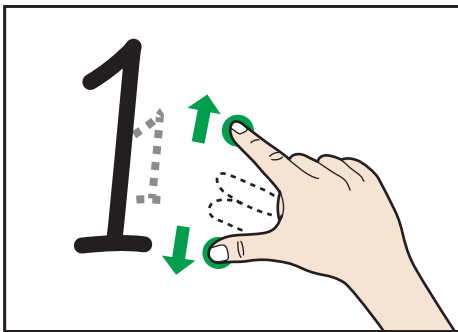
When you change the display magnification or move the display area with your fingers, a zoom navigator appears in the top center of the screen. The zoom navigator shows the area displayed on the screen.



DHG019

Changing the display magnification

Touch the screen with two fingers and spread or pinch them together.



CUE150

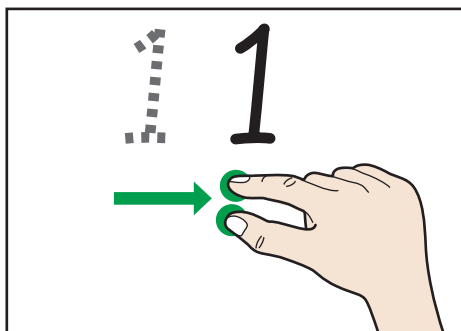
- When you spread your fingers apart, the screen is enlarged, centering on where you originally touched.
- When you pinch your fingers together, the screen is reduced, centering on where you originally touched.

↓ Note

- This operation cannot be performed when [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard is selected.

Moving a displayed area

Touch the screen with two fingers, and while maintaining the same distance between them, move them up or down, or left or right.



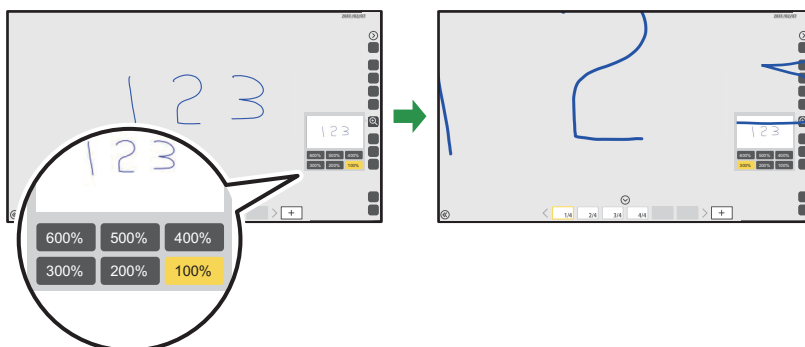
CUE151

The display area moves with the movement of your fingers.

Changing the display magnification with the pen

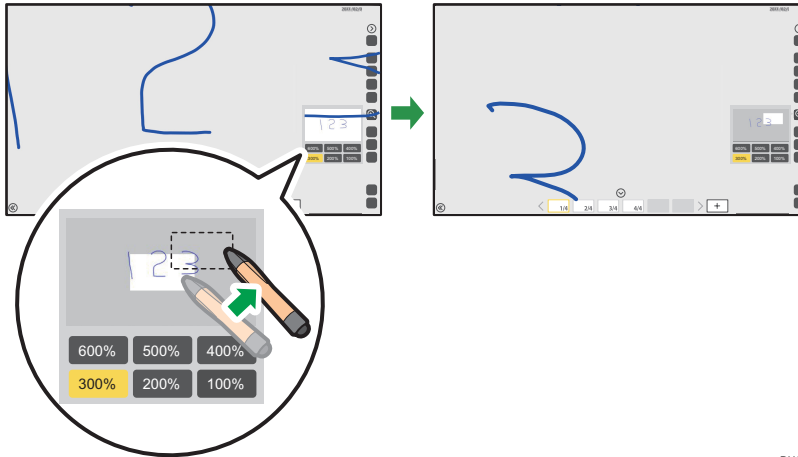
Select , the Loupe icon, to change the display magnification, or to move a displayed area. The enlarged display area can be moved.

1. Touch , the Loupe icon.
2. Touch the display magnification, and then select the magnification.



DHG020

3. To move the display area, touch and press down on the display area with the pen nib. While pressing down with the pen, drag it across the area.



DHG021

Note

- If no operations are performed in the submenu of , the Loupe icon, for ten seconds, the submenu will disappear automatically. To hide the submenu manually, touch , the Loupe icon, again.

Undoing Operations

You can undo an operation in which a stroke is drawn, edited, or deleted. You can also redo operations that were undone.

1. Touch , the upper part of the Undo/Redo icon.

To redo the undone operation, touch , the lower part of the Undo/Redo icon.

Note

- When participating in a remote whiteboard session, you can only undo or redo the strokes drawn, edited, or deleted on your machine.
- After capturing an externally input image, you cannot undo or redo any of the operations performed on the captured page.
- After copying a captured page, you cannot undo or redo any of the operations performed on the copied page.
- When participating in a remote whiteboard session in compatible mode, you cannot undo or redo any operations.
- When switching pages after writing text or drawing figures on a page and perform "Undo", the previous page on which you have written text or drawn figures will be undone. Displayed pages will not be switched although "Undo" is applied to a hidden page.
- You can undo up to 100 operations.

Operating a Page

This section explains the operation of a page such as adding or deleting a page.

Adding a Page

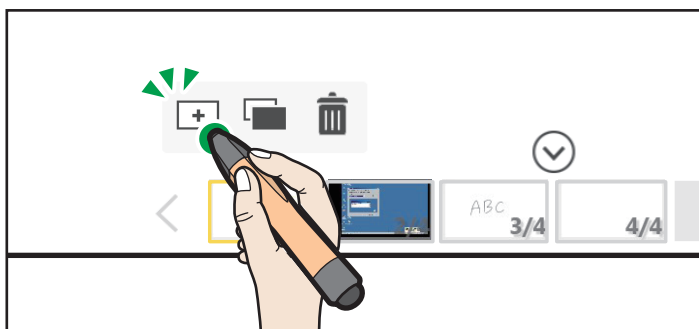
2

Adding a new page

1. On the page list, touch the thumbnail of the page that is right before the location where you want to add a page.

The captured page operation panel appears.

2. Touch , the New Page icon.

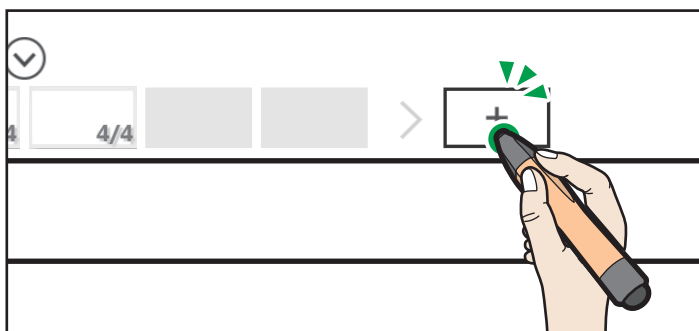


DHG024

A new blank page is created behind the selected page, and the newly created page is displayed.

Adding a new page at the end of the page list

1. To add a new page, touch , the Create New Page icon.



DHG023

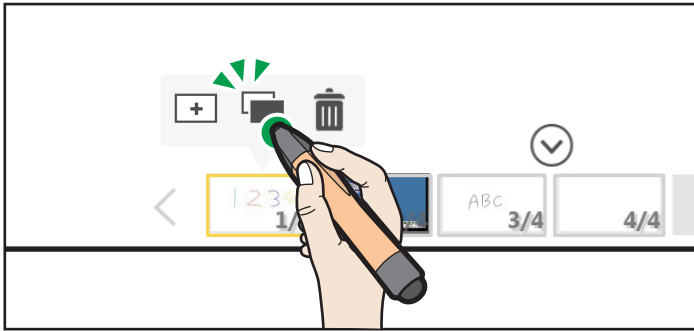
A new blank page is created at the end of the captured pages list. The added page appears on the screen.

Copying a page

1. On the page list, touch the thumbnail of the page that you want to copy.

The captured page operation panel appears.

2. Touch , the Page Copy icon.



DHG025

A copy of the selected page is added immediately after the displayed page. The added page appears on the screen.

Note

- If there is a total of 90,000 strokes, fair copy entry text, figures, and stamps on all pages, you cannot use , the Insert New Page icon, , the Create New Page icon and , the Page Copy icon.
- During a remote whiteboard session, , the Insert New Page icon and , the Page Copy icon do not work.
- If you add a new page during a remote whiteboard session, the default screen is added.
- After a template is set as the default screen of the whiteboard, the template is displayed when the whiteboard starts. For details about how to configure the default screen, see page 176 "Managing a Template".

Adding a Template

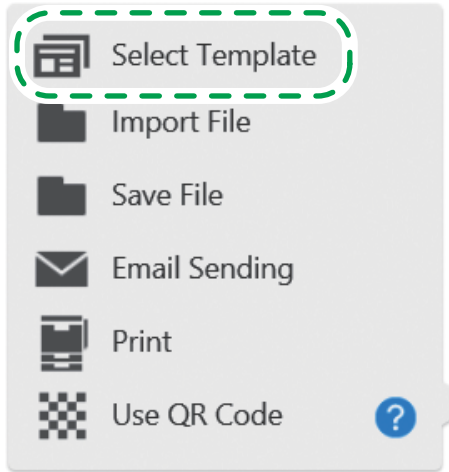
After importing a template to the machine in advance, you can add it as a new blank page.

For details about how to import a template to the machine, see page 176 "Managing a Template".

Important

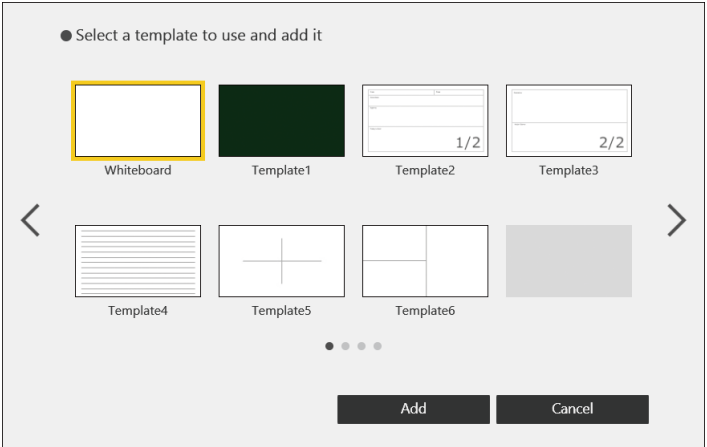
- You cannot add templates for a remote whiteboard session while in compatible mode.

1. Touch , the Import and Save icon.
2. Touch [Select Template].



DTW452

3. From the list of template images, select the template that you want to add.



6 template screens have been imported in advance.

4. Touch [Add].

A template is added as a new blank page at the end of the page list.

 Note

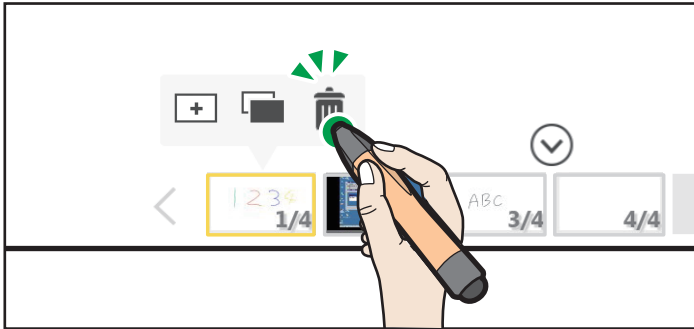
- You can add a white page by selecting the one in the template selection window.

Deleting a page

1. On the page list, touch the thumbnail of the page that you want to delete.

The captured page operation panel appears.

2. Touch , the Page Delete icon.



DHG026

3. Touch [Delete].

The displayed page is deleted.

The preceding page appears. If the deleted page is the top page, the next page appears.

Note

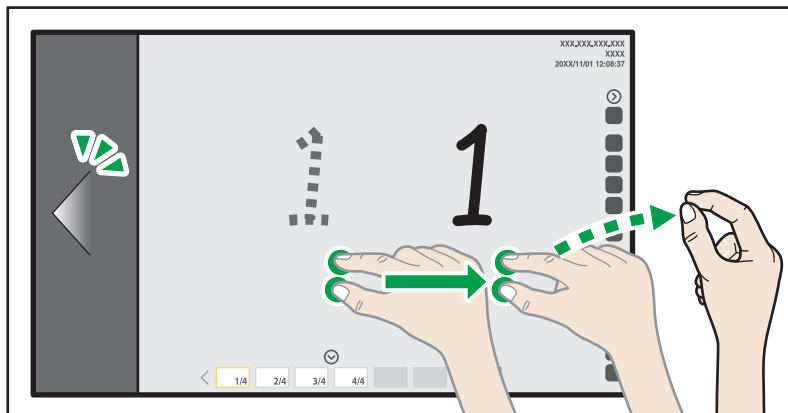
- When hosting or participating in a remote whiteboard session, you cannot delete the first page of the page list.

Turning Pages

You can turn the pages using your fingers.

1. Touch the screen with two fingers, and while maintaining the same distance between them, move them to the left or right side of the page.
 - Move your fingers all the way to the left to display the next page.
 - Move your fingers all the way to the right to display the previous page.

2. When the page side comes into view, release your fingers from the screen.



DMT566

Note

- This operation cannot be performed when [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard is selected.

Operating a File

This section explains how to save or print written text and drawn figures on the display or captured screens.

CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

2

Saving Pages

You can save written text and drawn figures or captured screens to the locations shown below.

- a folder on the network
- USB flash memory device
- Temporary save folder on the machine
- Cloud storage

This section explains the procedure for saving data to a shared folder or USB memory. To save data to a temporary save folder, see page 56 "Saving Pages Temporarily".

All the existing pages are saved as a single PDF file.

You can load saved pages, edit or add strokes, figures, and text, or add strokes on the pages. For details about how to import saved files, see page 58 "Importing a File".

Blank pages are not saved.

Important

- **Before saving pages in a shared folder, register the folder.** For details about how to register a shared folder, see page 171 "Managing a Shared Folder List".
- **Supported cloud storages are OneDrive, Dropbox, and Google Drive. However, OneDrive for Business and OneDrive on premises are not supported.**

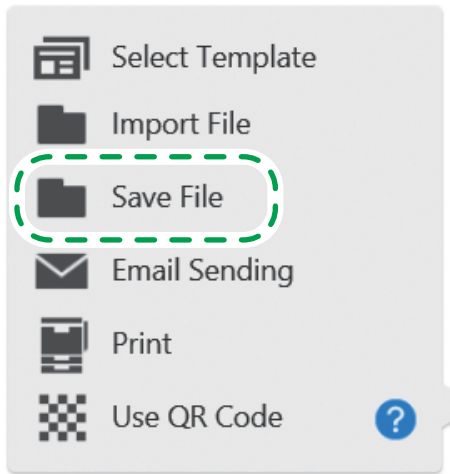
1. **To save pages in a USB flash memory device, insert the flash memory device into the USB port.**

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

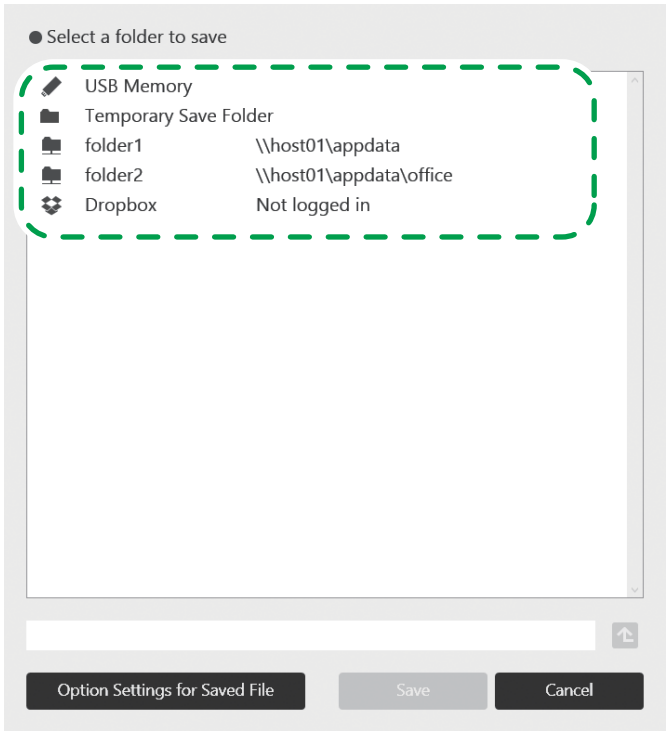
2. Touch , the Import and Save icon.

3. Touch [Save File].



DTW492

4. Specify the folder in which you want to save a file on the displayed screen.



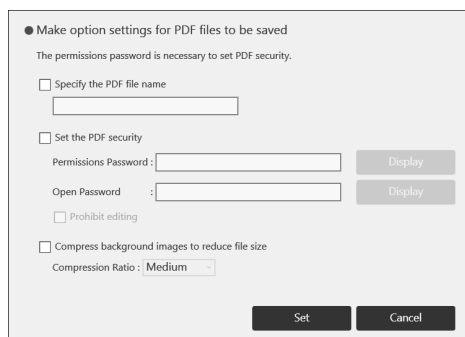
DWJ053

- Select “USB Memory” to save the pages in the USB flash memory device attached to the machine.
- When you save a file in a USB flash memory device or shared folder, a sub directory up to 10 layers deep can be specified.

- When you touch the area indicating the name of the cloud storage service, a sign-in screen appears. If you have already signed in to the service, the home directory of the cloud storage is displayed.
- When you touch the , the Move Up One Folder icon, you can move to the folder one level above.

5. To change the file name, specify a password to a PDF file or prohibit editing of a PDF file, touch [Option Settings for Saved File].

If you do not change the settings, proceed to the next step.



- To change the file name, select [Specify the PDF file name], enter a new file name (up to 100 alphanumeric Unicode characters (UTF-8), excluding \, /, ?, :, *, ", >, <) using the touch keyboard.
- To specify a password for a PDF file, select the [Set the PDF security] checkbox, and then enter the [Permissions Password] and [Open Password] (up to 32 alphanumeric characters each) using the touch keyboard. When entering the password, you can choose whether to show or hide the password in the password box by touching [Display] or [Hide].
You must specify the [Permissions Password] to specify the [Open Password].
- A password-protected PDF file cannot be read again by the machine.
- To prohibit editing of the PDF file, select the [Prohibit editing] checkbox.
You must specify the [Permissions Password] to select the [Prohibit editing] checkbox.
- To reduce the file size when saving pages, select the [Compress background images to reduce file size] check box, and then select [High], [Medium] or [Low] in [Compression Ratio].

6. Touch [Set].

7. Touch [Save].

PDF files are saved as shown below.

Item	Specifications
File name (when not changing the file name)	iwb-date-time.pdf - The name of a file saved on January 23, 2014, at 4:56:07 is "iwb-20140123-045607.pdf". - If a file of the same name already exists, a suffix number between "-001" to "-100" is added at the end of the file name to distinguish the newly created file from the existing file.
Page size	243.84 × 137.16 mm (9.6 × 5.4 inches)

↓ Note

- The stacking order of the fair copy entered texts in a PDF file may appear different from the order you specified on a Whiteboard when the file is opened in a PDF viewer application other than the machine's built-in function. They will appear in the correct order when the file is opened on the machine.

Saving Pages Temporarily

To prevent information leakage that may occur if you forget to delete written text and drawn figures, delete all information when the machine power is turned off or the machine enters standby mode. If you want to stop using the machine before you finish operations, or if there is no external storage available to save information, you can store the information in the machine for a limited period of time.

Save temporarily and keep writing

1. Touch , the Import and Save icon.
2. Touch  [Save File].
3. Specify [Temporary Save Folder].

4. Enter the meeting code.

Any number can be specified for the meeting code.

The meeting code is used to do the following:

- Import a temporarily saved file and resume from the last item of information you wrote
- Download a temporarily saved file from the Web page

5. Touch [Temporarily Save].

Temporary saved files can be stored for up to 30 days. You can change the storage period. For details about how to change the storage period, see page 186 "Changing the System Settings".

Save temporarily and close

1. Touch , the Close icon.

2. Touch [Temporarily Save and Close].

DTW453

3. Enter the meeting code.

● Enter the meeting code

Storage Period : 14 day(s)

Save Limit : 2016-11-28

Meeting Code (4 to 10 digits) :

1 2 3

4 5 6

7 8 9

0 ←

Temporarily Save and Close Cancel

Any number can be specified for the meeting code.

The meeting code is used to do the following:

- Import a temporarily saved file and resume from the last item of information you wrote
- Download a temporarily saved file from the Web page

4. Touch [Temporarily Save and Close].

Temporary saved files can be stored for up to 30 days. You can change the storage period. For details about how to change the storage period, see page 186 "Changing the System Settings".

↓ Note

- You can enable or disable the temporary save function in System Settings. For details, see page 186 "Changing the System Settings".
- For details about how to load a temporarily saved file, see page 61 "Importing a Temporarily Saved File".
- You can download a temporarily saved file by accessing the Web page of the machine. For details, see page 106 "Downloading Temporarily Saved Files".

Importing a File

You can import and display a PDF or PowerPoint file on the screen of the machine and write text or draw figures on the displayed file.

You can also open a file saved in the machine and write text, draw figures, or edit the fair copy entered text.

The supported conditions of a file are as shown below.

PDF file

Item	Condition
File size	100 MB or less
PDF version	PDF 1.3–1.7 (including PDF/A)
Page size	Postcards–A0 
Document security	No security setting ^{*1}

*1 A password-protected PDF file cannot be read. Also, a print-prohibited PDF file cannot be read so as to prevent the file from being printed.

PowerPoint files

- Microsoft PowerPoint 97 or later

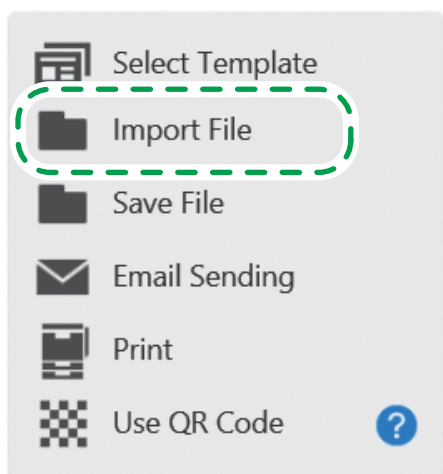
1. To save pages in a USB flash memory device, insert the flash memory device into the USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

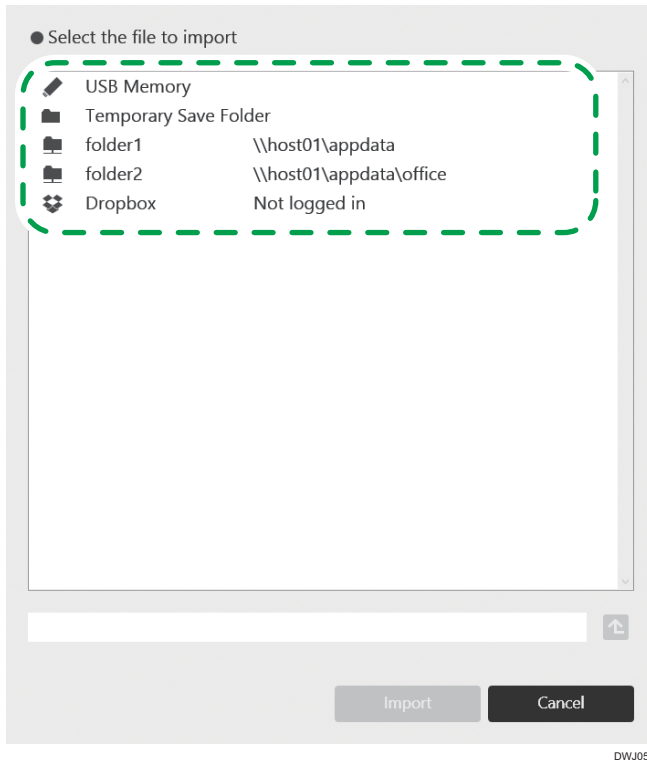
2. Touch , the Import and Save icon.

3. Touch [Import File].



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4. Select the file that you want to import to the Interactive Whiteboard.



- Select "USB Memory" to display the files stored in the USB flash memory device that is attached to the machine.
- When you select "Temporary Save Folder", the temporarily saved files to the machine are displayed. For details about how to import a temporarily saved file, see page 61 "Importing a Temporarily Saved File".
- When you import a file that is stored in a USB flash memory device or a shared folder, a sub directory up to 10 layers deep can be specified.
- When you touch the area indicating the name of the cloud storage service, a sign-in screen appears. If you have already signed in to the service, the home directory of the cloud storage is displayed.
- When you touch , the Move Up One Folder icon, you can move to the folder one level above.

5. Touch [Import].

The machine imports the PDF file from the first page. The imported pages are added in sequence to the end of the page list. When the PDF file has finished importing, the first page of the file is displayed.

↓ Note

- The drawn strokes in a file saved by the Interactive Whiteboard when it was running version 1.3.140.0 or earlier cannot be edited.
- If the contents or properties of a PDF file that was stored by the Interactive Whiteboard have been modified, the contained strokes, figures, and fair copy entry text may not be edited.
- On some machine models, PowerPoint files cannot be imported approximately 2 minutes after the whiteboard screen starts.
- Each page of a PowerPoint file is imported as an image. As a result, any videos or links on the pages of the PowerPoint file are also converted and incorporated into the images.
- If the imported PowerPoint file contains information associated with a font which is not supported by this machine, the information may not be displayed correctly.
- The selected PDF file can only be imported if its first page meets the page size condition. If the second or subsequent page of a PDF file does not meet the page size condition, only the preceding pages will be imported.
- The maximum number of pages that can be imported to the Interactive Whiteboard is 100. If the total number of existing captured pages and pages of temporarily saved files that are to be imported exceeds 100 pages, only the first 100 pages will be imported.

Importing a Temporarily Saved File

This section explains how to import a file that is temporarily saved to the Interactive Whiteboard.

The machine imports the PDF file from the first page.

★ Important

- **To import a temporarily saved file, the meeting code that was entered when the file was saved is required.**

↓ Note

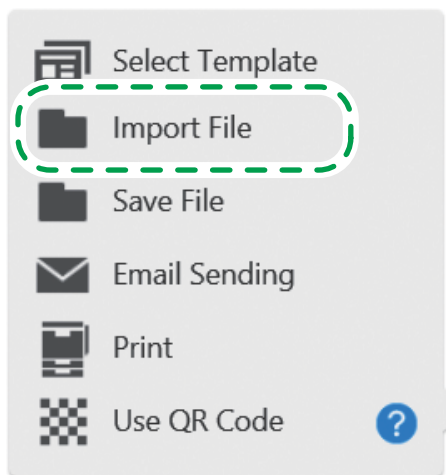
- You can enable or disable the temporary save function in System Settings. For details, see page 186 "Changing the System Settings".
- The maximum number of pages that can be imported to the machine is 100. If the total number of PDF file pages and all the existing pages exceeds 100 pages, only the first 100 pages will be imported.
- If you do not know the meeting code that was entered when the file was saved, you can find it on the Web page screen for managing temporarily saved files. For details about how to manage temporarily saved files, see page 108 "Managing Temporarily Saved Files".

Importing a temporarily saved file after the machine starts up

You can import a temporarily saved file and add it to the page list after the machine starts up.

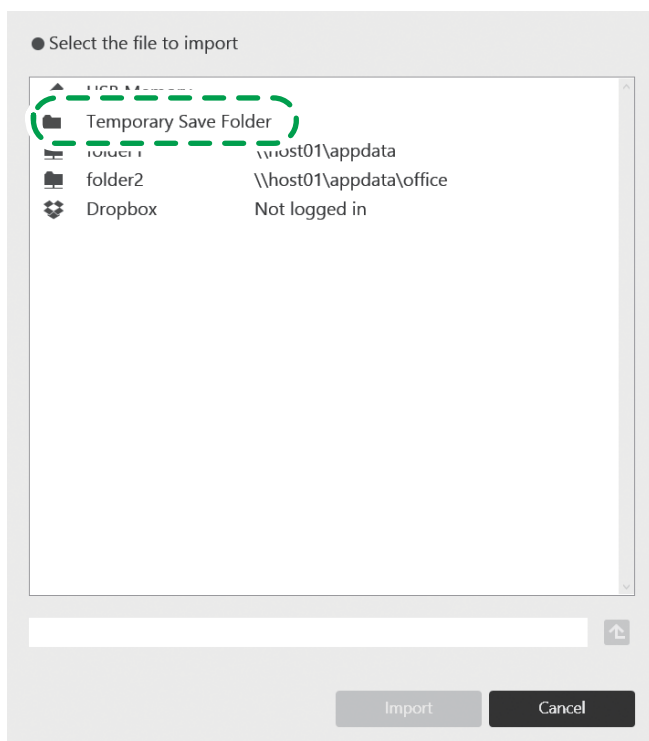
1. Touch , the Import and Save icon.
2. Touch  [Import File].

2



DTW475

3. Touch "Temporary Save Folder".



DWJ056

4. Enter the meeting code.

5. Touch [OK].

The saved files which correspond to the entered meeting code are listed.

6. Select the file you want to import.

7. Touch [Import].

The imported pages are added in sequence to the end of the page list. When the PDF file has finished importing, the first page of the file is displayed.

Importing a temporarily saved file when the machine starts up

You can import a temporarily saved file when the machine starts up or exits standby mode.

★ Important

- Before using this function, you must specify the corresponding setting in System Settings. For details, see page 186 "Changing the System Settings".

1. Press the power button of the machine. The machine starts up or exits standby mode.
2. Touch [Import] in the message that appears.
3. Enter the meeting code.

4. Touch [OK].

The saved files which correspond to the entered meeting code are listed.

5. Select the file you want to import.**6. Touch [Import].**

The imported pages are added in sequence to the end of the page list. When the PDF file has finished importing, the first page of the file is displayed.

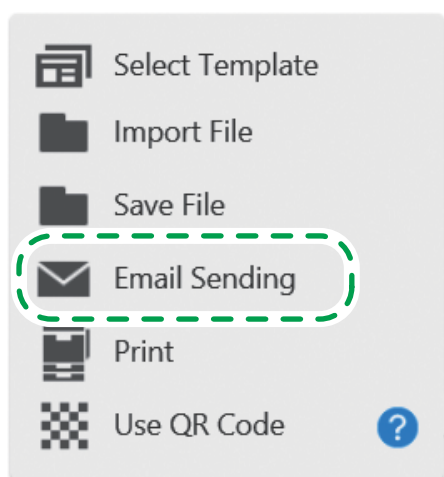
Sending Pages by E-mail

You can save pages and send them by e-mail. All the existing pages can be combined within a single PDF file.

★ Important

- To send e-mail, it is necessary to configure the network and SMTP Server settings. For details about how to configure the Network Settings, see page 153 "Configuring Network Settings". For details about how to configure the SMTP Server Settings, see page 161 "Configuring SMTP Server Settings".

1. Touch , the Import and Save icon.
2. Touch , [Email Sending].



DTW476

3. To change the file name of a PDF file attached to an email, specify a password to the PDF file, prevent editing of the PDF file from being changed, or reduce the size of the file to be saved, touch [Option Settings for Saved File].

If you do not change the settings, proceed to the next step.

● Make option settings for PDF files to be saved

The permissions password is necessary to set PDF security.
When Mail to Print format is selected, file name and security could not be set.

☐ Specify the PDF file name

☐ Set the PDF security

Permissions Password :

Open Password :

☐ Prohibit editing

☐ Compress background images to reduce file size

Compression Ratio :

☐ Convert to Mail To Print format

- To change the file name, select [Specify the PDF file name], enter a new file name (up to 100 alpha-numeric Unicode characters (UTF-8), excluding \, /, ?, :, *, ", >, <) using the touch keyboard.
- To specify a password for a PDF file, select the [Set the PDF security] checkbox, and then enter the [Permissions Password] and [Open Password] (up to 32 alphanumeric characters each) using the touch keyboard. When entering the password, you can choose whether to show or hide the password in the password box by touching [Display] or [Hide].

You must specify the [Permissions Password] to specify the [Open Password].

- A password-protected PDF file cannot be read again by the machine.
- To prohibit editing of the PDF file, select the [Prohibit editing] checkbox.
- To reduce the file size when saving pages, select the [Compress background images to reduce file size] check box, and then select [High], [Medium] or [Low] in [Compression Ratio].
- To use the Mail to Print function, select the [Convert to Mail To Print format] checkbox.

When the Mail to Print function is used, a password cannot be specified to a PDF, and editing of a PDF file cannot be prohibited.

For details about the Mail to Print function, see page 66 "Printing pages by specifying the multifunction printer (Mail to Print function)".

4. Touch [Set].

5. Specify the destination.

For details about how to specify destinations, see page 67 "Specifying Destinations".

6. Touch [Send].

↓ Note

- The name of the file attached to an e-mail is "iwb-date-time.pdf" (when not changing the file name). For example, if there is a file that is sent by e-mail on 2014/1/23 4:56:07, iwb-20140123-045607.pdf" will be the name of the attachment file.
- The page that is sent by e-mail is saved temporarily without applying the meeting code. You can download the temporarily stored file with no meeting code applied from the Web page by entering the administrator password. For details, see page 108 "Managing Temporarily Saved Files".
- Automatic temporary saving is a supplemental feature, and a temporarily stored file may be lost when a forced termination of the machine occurs. To save pages, enter a meeting code for the pages and temporarily save them to the machine, or save them in a shared folder or to a USB flash memory device. For details, see page 53 "Saving Pages".

Printing pages by specifying the multifunction printer (Mail to Print function)

You can print a PDF file with a specified multifunction printer by specifying its e-mail address as the destination. You can register the e-mail address of the multifunction printer in Email Address Book in advance, or enter it manually when you are sending an e-mail.

The pages are printed under the following conditions:

- Printing color: Color (when a multifunction color printer is used)
- Paper size: A4☐

↓ Note

- To use this function, the multifunction printer must satisfy the following conditions:
 - Support the Mail to Print function.
 - Have a configured SMTP server and destination e-mail address.
- To use this function, configure the necessary Email Settings in Administrator Settings to allow a file to be sent in parts. For details about how to configure the settings, see page 161 "Configuring SMTP Server Settings".
- A PDF file cannot be printed if it is password-protected.
- You cannot print pages if user authentication is enabled on the multifunction printer.
- When you print on letter size ($8\frac{1}{2} \times 11$ inches) paper, a few mm (inches) on the left and right of an image will not be printed. When printing on letter size paper, configure the following settings on the multifunction printer. For details about how to configure the multifunction printer settings, see the manual provided with the multifunction printer you are using.
 - If there is a paper tray with the paper size set to A4, change the paper size or remove the A4 paper.
 - Change the paper size setting of the paper tray to letter-size.

- Change the settings to automatically select paper size.

Specifying Destinations

There are following methods to specify e-mail destinations:

- Select a destination registered to the email address book of the machine
- Select a destination registered in a public address book (Active Directory / LDAP server address) that has been downloaded to the machine.
- Enter an e-mail address manually
- Select a destination from Email Address Entry History

Note

- You can specify up to 30 e-mail addresses.
- You can add new entries to the email address book by selecting [Added Data Management] in Administrator Settings. See page 167 "Managing an Email Address Book".
- To use a public address book, select the [Use Public Address Book Function] check box in the "Network Settings" window, and configure the settings to access the public address book. See page 153 "Configuring Network Settings".
- To use the Mail to Print function, touch [Option Settings for Saved File:] to display the option settings, and then select the [Convert to Mail To Print format] checkbox.
- If RICOH Streamline NX is used for authentication, the e-mail address of the logged-in user is automatically set as the destination address.

Select from email address book

1. Select the e-mail address of the destination to which you want to send the pages from [Imported Address Book] tab.

- Touch keyboard appears when you touch , the Search icon or the input box.

An incremental search of a destination is performed as you enter characters in the input box. Also, you can perform AND search by entering multiple words separated by a space.

- When you select a group name in [Specify Group Name], you can display only the destinations of the selected group names.



The selected e-mail address is added to the "Destination Email Address" list.

When you delete the selected e-mail address, touch the e-mail address you want to delete on the list.

Select from public address book

1. Select the e-mail address of the destination to which you want to send the pages from [Public Address Book] tab.

- Touch keyboard appears when you touch , the Search icon or the input box.

An incremental search of a destination is performed as you enter characters in the input box. Also, you can perform AND search by entering multiple words separated by a space.

- When you select a group name in [Specify Group Name], you can display only the destinations of the selected group names.

● Sends the page contents by email

Imported Address Book

Public Address Book

Manual Entry

User Name	Email Address	Department Name
name1	name1@mail.com	name1
name2	name2@mail.com	name2
name3	name3@mail.com	name3

Destination Email Address

☐ name1	name1@mail.com	name1
--------------------------------	----------------	-------

DQP008

The selected e-mail address is added to the "Destination Email Address" list.

When you delete the selected e-mail address, touch the e-mail address you want to delete on the list.

↓ Note

- The [Public Address Book] tab appears only when the settings to use a public address book are configured.
- Even when the necessary settings are specified, the [Public Address Book] tab does not appear if no public address book exists.
- Even when the setting to use the public address book is selected, the destination address is not displayed if [Download Public Address Book and Search] in the Network Settings is not selected. Enter a keyword in the input box next to , the Search icon, to search for the destination.

Entering e-mail addresses manually

1. Enter the name of the destination in "Display Name" in [Manual Entry] tab.
2. Enter the e-mail address of the destination in "Email Address".

The touch keyboard appears when you touch the input field.

It may take approximately 2 seconds until the touch keyboard is displayed.

● Sends the page contents by email

Imported Address Book Public Address Book Manual Entry

Display Name Email Address Enter

test testmail@com

Destination Email Address

name1 name@mail
test testmail@com

Option Settings for Saved File Send Cancel

DQP101

3. Touch [Enter].

The name and e-mail address of the destination is added to the "Destination Email Address" list.

When you delete the entered e-mail address, touch the e-mail address you want to delete on the list.

Selecting e-mail addresses from email address entry history

1. Touch the e-mail address of the destination in the "Email Address Entry History" list.

The selected e-mail address is added to the "Destination Email Address" list.

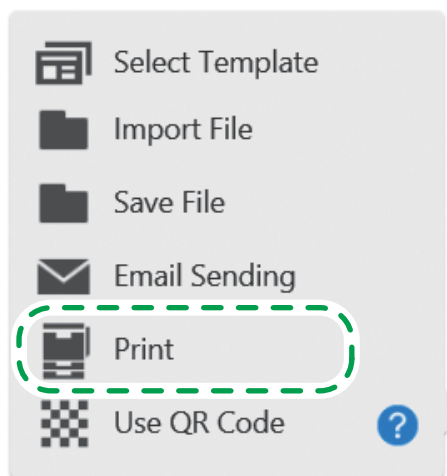
Printing

This section explains how to print pages.

★ Important

- Before printing, configure the network and print settings. For details about how to configure the network settings, see page 153 "Configuring Network Settings". For details about how to configure the print settings, see page 198 "Changing the Print Settings".
- Printer types supported for printing are listed below.
 - Printer or multifunction printer supporting Universal Printer Driver

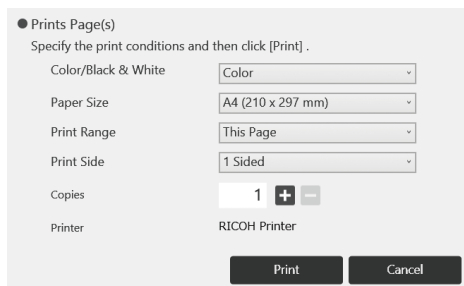
- Inkjet printer
 - Wide format multifunction printer
 - For details about models that support Universal Print Driver, see the driver download page on the RICOH website.
 - For details about supported inkjet printers and wide format multifunction printers, see the RICOH website or consult your sales representative.
 - To use an inkjet printer or wide format multifunction printer, download an appropriate printer driver for Whiteboard from the Ricoh website, and install it in the machine. To do so, use a USB memory device. For details about how to install a printer driver, see page 184 "Updating the System Using a USB Flash Memory Device".
 - To configure inkjet printer or wide format multifunction printer settings, use [Others] on the [Print Settings] screen that can be displayed from Administrator Settings. For details about the Administrator Settings, see page 146 "Opening Administrator Settings", and for details about the Print Settings, see page 198 "Changing the Print Settings".
 - If you are using RICOH Streamline NX, you will need to pre-configure the environment appropriately. For details, see page 253 "Managing the Machine with RICOH Streamline NX".
1. Touch , the Import and Save icon.
 2. Touch  [Print].



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A window for specifying the printing conditions appears.

3. Specify the print conditions.



The screenshot shows a print settings dialog box with the following fields and options:

- Prints Page(s)**: A section header.
- Specify the print conditions and then click [Print] .**: A subtitle.
- Color/Black & White**: A dropdown menu set to "Color".
- Paper Size**: A dropdown menu set to "A4 (210 x 297 mm)".
- Print Range**: A dropdown menu set to "This Page".
- Print Side**: A dropdown menu set to "1 Sided".
- Copies**: A numeric input field set to "1", with "+" and "-" buttons.
- Printer**: A text field displaying "RICOH Printer".
- Buttons**: "Print" and "Cancel" buttons at the bottom right.

- When you select "This Page" in "Print Range", you can print only the displayed page.
- When multiple copies are selected, the pages are collated and the specified number of copies is printed.
- An available printer or multifunction printer is displayed in "Printer".

4. Touch [Print].

Each page is printed with the images and information centered horizontally.

Note

- Depending on the model of the machine you are using, printing cannot be performed for approximately 2 minutes after the whiteboard screen starts.
- If the window for specifying printing conditions is open while the remote whiteboard is being used, no operations can be performed on the screens of the machines that are sharing the remote whiteboard.
- You can print pages by sending them to a multifunction printer via e-mail. For details, see page 66 "Printing pages by specifying the multifunction printer (Mail to Print function)".

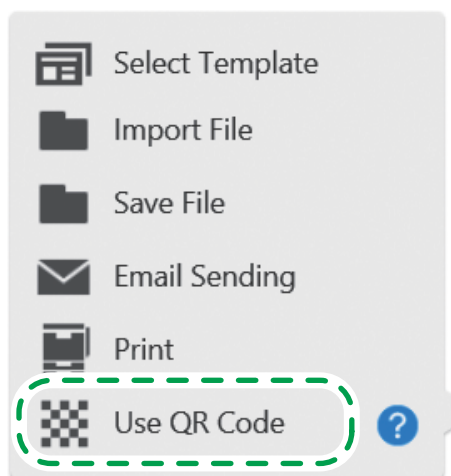
Linking with a Smart Device

By using RICOH Smart Device Connector, you can connect to the machine from smart devices.

To display the files shown on a smart device on the machine or to save the pages displayed on the machine to a smart device, scan the QR code from the machine that is displayed on the smart device.

1. Touch , the Import and Save icon.

2. Touch [Use QR Code].



DTW478

3. Scan the QR code on a smart device.

When the page is finished saving, a message appears on the screen.

4. Touch [Close] on QR Code screen.

If you touch [Close] before the file is imported, a message is displayed to indicate that a file is being received. Touch [Close] again to cancel the importation of the file.

Note

- The effective period of QR Code is 10 minutes from the time the code is displayed. The code cannot be used after the effective period expires. If this happens, scan the connecting code again.
- For details about how to scan QR Code, see the operating instructions of the external application.
- When multiple files are sent from the external application, the files are displayed in the order in which they are imported.
- The maximum number of pages that can be imported to the machine is 100. If the total number of captured pages and pages in the files to be imported from the smart device exceeds 100, only the first 100 pages are imported.

3. Connecting Devices

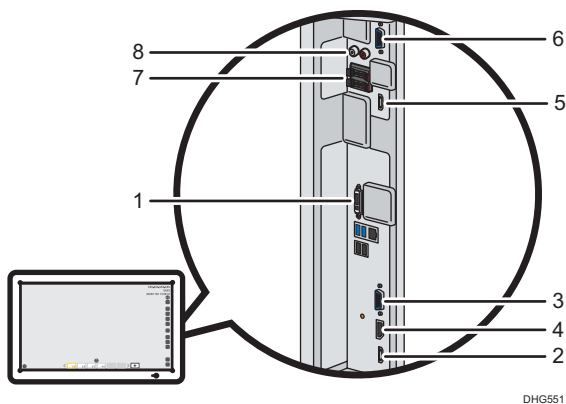
This chapter explains how to display an image from an image output device, and write text or draw figures on the displayed screen.

Devices That Can Be Connected to the Machine

The input terminals, output terminals, and devices that can be connected to the machine are as follows:

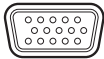
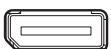
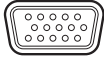
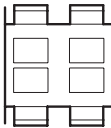
RICOH Interactive Whiteboard D5510

3



- 1. DVI Output (DVI-D)
- 2. HDMI Input 1
- 3. VGA Input 1
- 4. DisplayPort Input
DisplayPort 1.1a compliant
- 5. HDMI Input 2
- 6. VGA Input 2
- 7. Audio Output 1
- 8. Audio Output 2

No.	Terminal	Devices	Connection method
1	 DVI Output (DVI-D)	Projector	See page 89 "Using a Projector to Project a Screen".

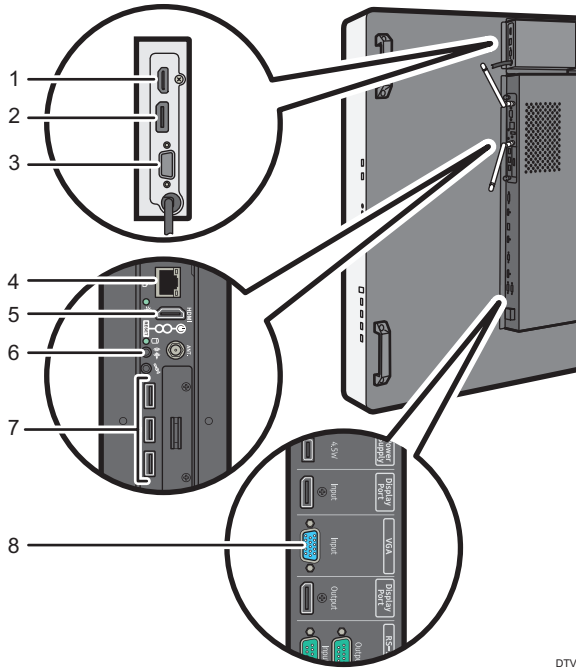
No.	Terminal	Devices	Connection method
2	 HDMI Input 1	• Computer • Tablet • Document camera • Digital still camera • Digital video camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 83 "Connecting a Computer or Tablet to the Machine".
3	 VGA Input 1	• Computer • Tablet • Document camera	See page 83 "Connecting a Computer or Tablet to the Machine".
4	 DisplayPort Input	• Computer • Tablet • Document camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 83 "Connecting a Computer or Tablet to the Machine".
5	 HDMI Input 2	Audio Visual device	Connects an audio-visual device to the machine. You can display copyright-protected content.
6	 VGA Input 2	Video conferencing device	See page 85 "Connecting a Video Conferencing Device to the Machine".
7	 Audio Output 1	Stereo speaker	Use this terminal to connect external speakers (10W+10W, 8 ohm).
8	 Audio Output 2	Self-powered speaker or other audio device	Use this terminal to connect to the line input terminal of an amplifier.

 Note

- For details about the location of the LAN port and USB port, see "Read This First".

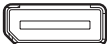
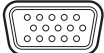
RICOH Interactive Whiteboard D5520/D6510/D7500

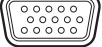
The following are the input/output terminals on the Capture Board and Controller Unit and their descriptions. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D5520/D6510/D7500.



DTV451

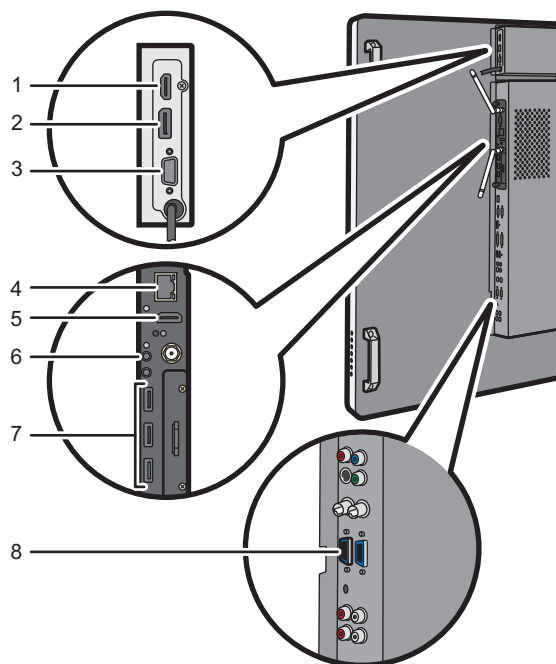
1. **HDMI Input**
2. **DisplayPort Input**
DisplayPort 1.1a compliant
3. **VGA Input**
4. **LAN Port**
5. **HDMI Output**
6. **Audio Output**
7. **USB Port**
8. **VGA Input**

No.	Terminal	Devices	Connection method
1	 HDMI Input	• Computer • Tablet • Document camera • Digital still camera • Digital video camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 83 "Connecting a Computer or Tablet to the Machine". Note • To display a copyright-protected material, connect to the HDMI Input of the main unit. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D5520/D6510/D7500.
2	 DisplayPort Input	• Computer • Tablet • Document camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 83 "Connecting a Computer or Tablet to the Machine". Note • To display a copyright-protected material, connect to the HDMI Input 1/2 of the main unit. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D5520/D6510/D7500.
3	 VGA Input	• Computer • Tablet • Document camera	See page 83 "Connecting a Computer or Tablet to the Machine".

No.	Terminal	Devices	Connection method
4	 LAN Port	Router or other communication devices	Use this terminal port to connect the LAN cable.
5	 HDMI Output	• Audio Visual device • External monitor • Projector	Use this terminal to output the image and sounds being played on the whiteboard to an audio-visual device, external monitor or projector. See page 89 "Using a Projector to Project a Screen".
6	 Audio Output	Self-powered speaker or other audio device	Use this terminal to connect to the line input terminal of an amplifier.
7	 USB Port	• USB flash memory device • Video conferencing device	See page 27 "Inserting a USB Flash Memory Device". See page 85 "Connecting a Video Conferencing Device to the Machine".
8	 VGA Input	• Video conferencing device.	See page 85 "Connecting a Video Conferencing Device to the Machine".

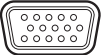
RICOH Interactive Whiteboard D6500/D8400

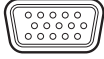
The following are the input/output terminals on the Capture Board and Controller Unit and their descriptions. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D6500/D8400.



DTW496

1. **HDMI Input**
2. **DisplayPort Input**
DisplayPort 1.1a compliant
3. **VGA Input**
4. **LAN Port**
5. **HDMI Output**
6. **Audio Output**
7. **USB Port**
8. **VGA Input (D6500 is used as an example in the figure)**

No.	Terminal	Devices	Connection method
1	 HDMI Input	• Computer • Tablet • Document camera • Digital still camera • Digital video camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 83 "Connecting a Computer or Tablet to the Machine". Note • To display a copyright-protected material, connect to the HDMI Input of the main unit. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D6500/D8400.
2	 DisplayPort Input	• Computer • Tablet • Document camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 83 "Connecting a Computer or Tablet to the Machine". Note • To display a copyright-protected material, connect to the HDMI Input 1/2 of the main unit. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D6500/D8400.
3	 VGA Input	• Computer • Tablet • Document camera	See page 83 "Connecting a Computer or Tablet to the Machine".

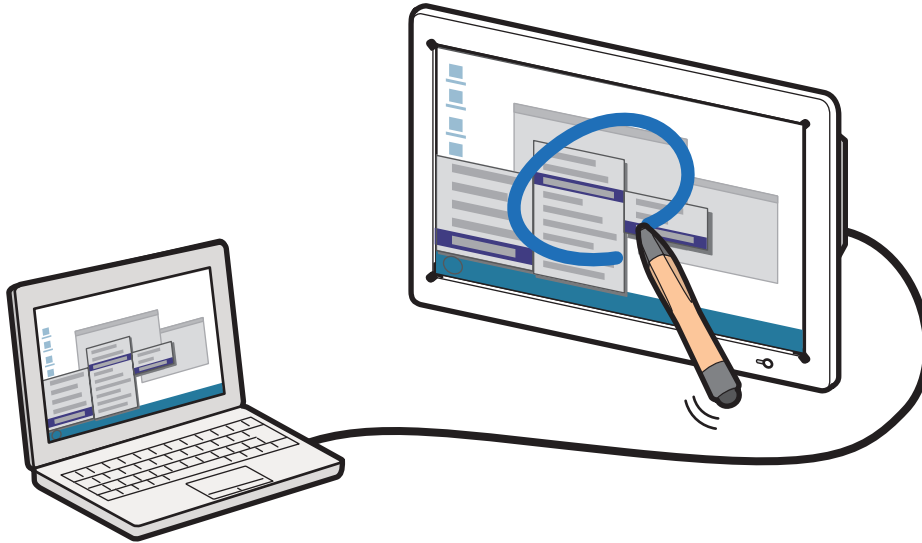
No.	Terminal	Devices	Connection method
4	 LAN Port	Router or other communication devices	Use this terminal port to connect the LAN cable.
5	 HDMI Output	• Audio Visual device • External monitor • Projector	Use this terminal to output the image and sounds being played on the whiteboard to an audio-visual device, external monitor or projector. See page 89 "Using a Projector to Project a Screen".
6	 Audio Output	Self-powered speaker or other audio device	Use this terminal to connect to the line input terminal of an amplifier.
7	 USB Port	• USB flash memory device • Video conferencing device	See page 27 "Inserting a USB Flash Memory Device". See page 85 "Connecting a Video Conferencing Device to the Machine".
8	 VGA Input	• Video conferencing device.	See page 85 "Connecting a Video Conferencing Device to the Machine".

↓ Note

- A device that supports full-HD can be connected to DVI Output.
- For details about the input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
- The audio signals of the HDMI Input and DisplayPort Input are output to the audio output terminals.
- When more than one device is connected to the input terminals, priority is given to the terminals in the order of HDMI Input, DisplayPort Input, and VGA Input.
- To display an externally input still or video image on the machine in cases other than for citation, the material must be created by yourself and you must own the copyright, or you must be granted permission to use the material from the rightful owner of the copyright.
- A delay may occur when an image is displayed that is input from the HDMI, DisplayPort, or VGA input terminal due to various composite processing methods such as overlaying entries.

Connecting a Computer or Tablet to the Machine

You can connect a computer, tablet, or document camera to the machine, and see its screen on the machine. You can also write text or draw figures on the displayed screen using a pen.



CUE070

You can capture written text and drawn figures on an externally input image as a "Captured page".

A captured page is added to the page list. You can continue the operation such as writing.

When you touch the  "Switch External Input" icon while operating a captured page, the screen of an image output device is displayed in real time.

When multiple devices are connected to the machine, you can switch the image of the device displayed on the screen to other images by touching the  "Switch External Input" icon. You can check which image of the device is displayed from the letters displayed on the Switch External Input icon. For details about icons, see page 19 "Icons Displayed on the Interactive Whiteboard".

This section explains how to display the computer screen and write text or draw figures on it.

Note

- Under the Whiteboard Detailed Settings, you can configure the machine to automatically display the computer screen when there is any change in the screen content. For details, see page 141 "Changing the Detailed Settings".

1. Connect the computer to any of the following input terminals on the side of the display:

For the input terminals to connect external devices, see page 75 "Devices That Can Be Connected to the Machine".

2. Switch the video output on the computer to display the computer screen on the screen of the machine.

To switch between image outputs on the computer, press the appropriate function key while holding down the [Fn] key.

The key combinations on computers from major computer manufacturers are as follows:

Examples of key combinations on computers from major computer manufacturers are as follows:

For details, see the manual of the computer that is being used.

Computer brand	Key combination
MSI	[Fn] + [F2]
Everex, Mitsubishi, NEC, Panasonic, Sotec	[Fn] + [F3]
Gateway, HP	[Fn] + [F4]
acer, SHARP, Sotec, Toshiba	[Fn] + [F5]
Hitachi, IBM, lenovo, Sony	[Fn] + [F7]
Asus, Dell, EPSON, Hitachi	[Fn] + [F8]
Fujitsu	[Fn] + [F10]

3. Write text or draw figures on the screen of the machine using a pen.

4. To capture the Whiteboard screen to a page, touch , the Import to Page icon.

The captured page is added at the end of the page list and displayed on the screen.

Note

- When you start writing on the screen, a message prompting you to capture the screen appears. You can capture the screen by touching  [Import to Page]. To continue operation without capturing the screen, close the message by touching [×]. You can choose whether to enable or disable the message. For details, see page 141 "Changing the Detailed Settings".
- You can also write text or draw figures after importing a screen by touching , the Import to Page icon.
- If there are already 100 captured pages, , the Import to Page icon, cannot be used.
- If there is a total of 90,000 strokes, fair copy entry text, figures, and stamps on all pages, you cannot use , the Import to Page icon.
- The "NO SIGNAL" message may be displayed while switching to an externally input image.
- When an HDMI converter is connected to the whiteboard and any device is connected to the converter, a black screen is displayed on the whiteboard. To make the whiteboard display a whiteboard screen while any device is connected to the converter, select the [Enable HDMI Converter Support Mode] check box. For details, see page 186 "Changing the System Settings".

Connecting a Video Conferencing Device to the Machine

This machine can be used as a monitor for a video conference.

- You can connect a video conferencing device to the machine and share the screen of the machine in a video conference using the computer screen sharing the application software (RICOH UCS) of this machine.

Reference

- To hold a video conference by using the RICOH UCS function instead of connecting a video conferencing device to the machine, see page 91 "Using the RICOH UCS Function".
- By using the remote whiteboard function, you can share the memo or document that is displayed on the screen with other devices connected via the network. For details about sharing screen on a remote whiteboard, see page 123 "Overview of Remote Whiteboard".



DHG567

Connecting a Video Conferencing Device (RICOH UCS Screen Sharing)

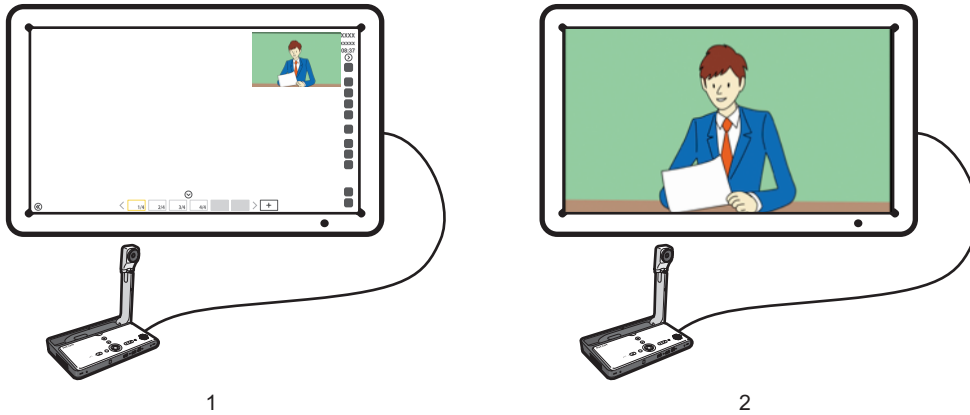
The video conferencing device is connected as follows:

1. Turn off the video conferencing device.
2. Connect the video conferencing device to VGA Input, or HDMI Input on the side of the display.

For the input terminals to connect external devices, see page 75 "Devices That Can Be Connected to the Machine".

3. Turn on the video conferencing device.

The images from the video conferencing device can be displayed as follows:



DHG037

1. Subwindow display

You can operate the machine displaying the images from the video conferencing device on the subwindow located at the upper right of the screen.

You can display the image in a subwindow or hide the image by pressing the [PIP] button on the side of the display.

2. Full screen display

You can expand the image to full screen or hide the image by pressing the [Enter/Input] button on the side of the display.

↓ Note

- When the machine is in the process of recognizing a video conferencing device, a message indicating that is displayed. If the machine successfully recognizes the device, a confirmation screen for starting screen sharing is displayed.
- You cannot write to an image input from a video conferencing device.
- You cannot use an image input from a video conferencing device in the whiteboard application or recorded as a captured page.
- For details about how to use a video conferencing device, see the manual of the device you are using.
- If the main operation panel is hidden by the subwindow, touch , the Move Main Operation Panel icon, and move the main operation panel.
- You can move the displayed subwindow. For details about how to move the subwindow, see page 269 "Adjusting the Display".
- The machine will automatically adjust the display area of a video conferencing device image when it is expanded to full screen. For details about how to adjust the display position, see page 269 "Adjusting the Display".

- When you use the RICOH UCS Screen Sharing function, you can receive a screen that is displayed on the following devices or applications. The received screen is displayed on the sub window of the machine.
 - Whiteboards using the RICOH UCS Screen Sharing function
 - Whiteboards using the RICOH UCS function
 - RICOH Unified Communication System for Windows or RICOH Unified Communication System for Mac
 - Video conferencing devices

Sharing the Whiteboard Screen in a Video Conference

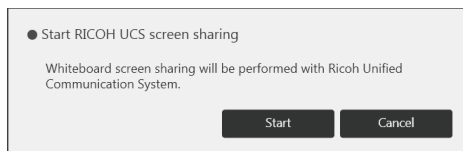
The screen of the machine can be shared in a video conference using the computer screen sharing application software of the machine. (RICOH UCS screen sharing)

1. Connect the video conferencing device to the machine via USB.

For details about the location of the USB port, see page 75 "Devices That Can Be Connected to the Machine".

2. Start a video conference.

A confirmation message for sharing the computer screen appears.



3. Touch [Start].

Sharing of the machine screen starts.

To cancel sharing of the machine screen, touch [Cancel].

You can start sharing the screen even after the video conference has started by touching , the Sharing icon.

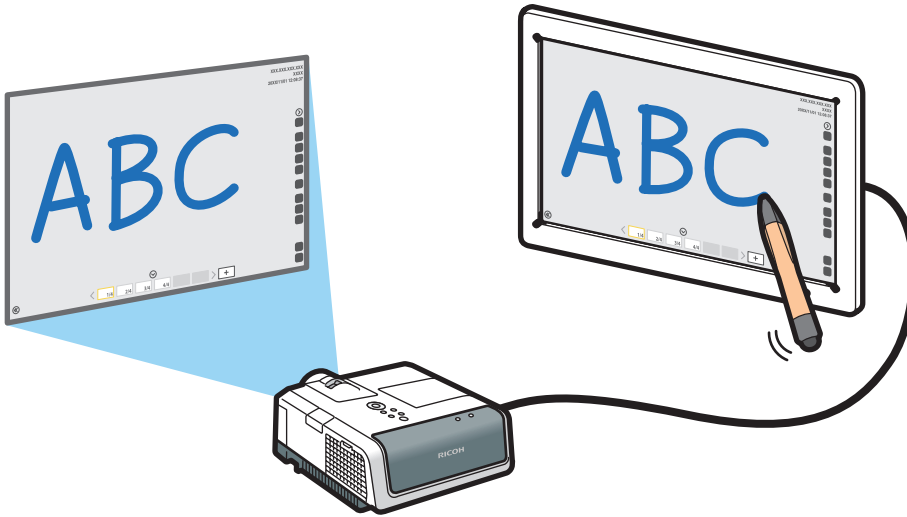
Note

- If you want to stop sharing the machine screen, touch , the sharing icon, and then touch [RICOH UCS screen sharing will be stopped].
- When compatible mode is active, the machine screen cannot be shared.
- The machine screen is shared at a resolution of 720p.
- The following video conferencing devices can be used to share the screen of the machine that is connected via USB during a video conference:
 - Ricoh Unified Communication System S7000/P3500/P3000/P1000

- When multiple video conferencing devices are connected to the machine, the machine screen can only be displayed on the screen of the device that is connected first.
- When a Whiteboard screen in a Video Conference is shared, the sub-window display cannot be shared.
- If the machine does not support the language setting specified on the video conferencing device, the machine's screen cannot be shared.

Using a Projector to Project a Screen

You can connect a projector that supports full-HD to the machine to project its screens.



DHG038

★ Important

- The machine cannot be connected to an analog input terminal such the VGA input of a projector.

A Ricoh projector which supports full-HD is recommended for use with the machine. Supported models are as follows:

- PJ WX3231N/X3241N
- PJ WX3340N/WX3340/X3340N/X3340
- PJ WX4130N/WX4130
- PJ WX4240N/X4240N
- PJ WX4141/WX4141N/WX4141NI
- PJ WX5350N/X5360N
- PJ WX5361N/X5371N
- RICOH PJ X3351N/WX3351N
- RICOH PJ X4241N/WX4241N

1. Connect a projector to the output terminal on the side of the machine.

For the input terminals to connect external devices, see page 75 "Devices That Can Be Connected to the Machine".

2. Project the screen.

For details about how to use a projector to project screens, see the manual of the projector.

Note

- If there is a cover on DVI Output, contact your service representative.

4. Connecting to a Video Conference

This section explains how to use this machine as a video conferencing device in order to connect to a video conference.

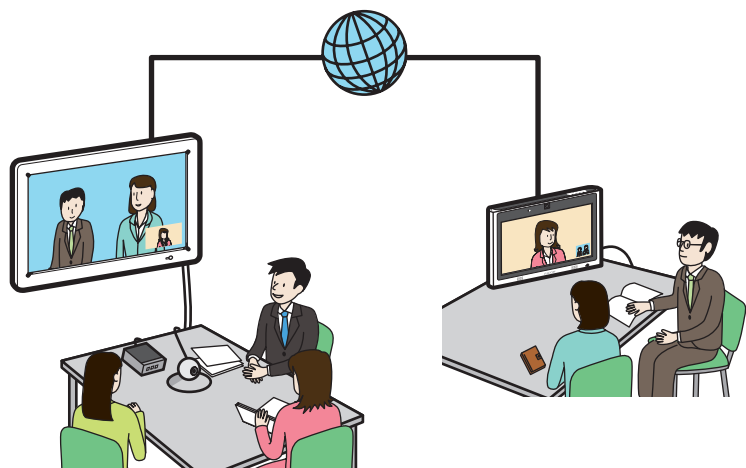
Using the RICOH UCS Function

You can use this machine for RICOH Unified Communication System (RICOH UCS)-based video conferencing.

★ Important

- The RICOH UCS function is only available to RICOH UCS service users. For details about RICOH UCS, consult the distributor where you purchased the machine or your sales representative.
- To use the RICOH UCS function, you will need to configure the Video Conference Settings. For details, see page 200 "Changing the Video Conference Settings".
- Video Conference Settings cannot be configured from Administrator Settings on the machine. To do so, use the Administrator Settings Web page.

4



DSR005

What you can do with this machine

- Hold a meeting
You can use the machine to connect or reply to a remote contact to start a meeting.
- Share a screen
You can share the whiteboard screen or the screen of a computer connected to the machine with the other parties connected to the meeting.
- Approve a registration request

You can approve a registration request from a contact to add them to your available contacts list.

- Update firmware

You can update the RICOH UCS function firmware.

Note

- The following items cannot be specified from the whiteboard while UCS mode is enabled. Configure these settings in RICOH Unified Communication System for Windows when needed.
 - Changing account information
 - Re-registering a password
 - Registering a new contact or editing or deleting a contact
- When you use the RICOH UCS function, you can receive a screen that is displayed on the following devices or applications. The received screen is displayed on the meeting screen of the machine.
 - Whiteboards using the RICOH UCS Screen Sharing function
 - Whiteboards using the RICOH UCS function
 - RICOH Unified Communication System for Windows or RICOH Unified Communication System for Mac
 - Video conferencing devices

Installation Requirements

Preventing the deterioration of sound quality

- Keep objects that may cause the sound quality to deteriorate away from the microphone or speaker.
- Blocking both the microphone and speaker may cause the sound quality to deteriorate.
- Do not place devices that generate noise, such as projectors or computers, near the machine.
- When using the machine in a room where sound echoes, try keeping your voice as low as possible during meetings to avoid distracting echoes.
- Make sure there is sufficient space between this machine and the wall.
- Keep this machine away enough from the other party's device, for example, when the other party's voice can be heard directly instead of through a speaker.
- Do not move the machine during a meeting.
- If you plan to use an external microphone and speaker, see the manual for details about how to use the device.
- When using an external microphone speaker, keep it away from the air outlet of the machine.

- Placing an external microphone speaker too close to the air outlet can cause the audio quality to deteriorate.

About network environment

- A poor network environment can cause delays in video streaming during meetings.
- When using a wireless network, communication quality may deteriorate or communication may be lost, depending on the environment in which the machine is used. If these problems occur, use a wired network instead. To switch to a wired network, you must first turn the machine off and then turn it back on.
- When using a wireless network, radio or electromagnetic interference or weak reception may cause the following problems to occur during meetings:
 - Delays in video streaming.
 - Video is stopped.
 - Audio of other party cuts out.
 - Synchronization between video and audio is lost.
 - Audio quality deteriorates.
 - Meetings are automatically ended or left.
 - Delays in video streaming occur when sharing computer screen.
 - Your video and the other party's video disappear and only audio is heard.
 - Screen image does not display properly when the screen layout is changed.
 - The Contact List or contact status do not appear, or it takes longer than expected for each to be displayed.
 - The attempt to update the firmware fails, or it takes an excessively long time for the update to finish.
 - The machine does not start.
 - You cannot connect to other party.

If you experience one of the problems above, take one of the following actions. The action to be taken depends on the wireless network environment you are using:

- If IEEE802.11b and IEEE802.11g/n are in the same wireless network environment, the IEEE802.11b connection may be used first. The recommended line speed for the machine is 1 Mbps. To use the machine at a stable line speed, we recommend using it in a wireless network environment in which only IEEE802.11g/n is available.
- Avoid environments that have multiple wireless LAN standards.
- Turn off any wireless networking or radio devices that are not being used.
- If there are multiple devices in the environment that support IEEE802.11n, use IEEE802.11n with a single channel.

- Use the machine in an environment with stable reception, making sure to confirm the distance from the access point and check for any obstructions.
- If the environment has multiple wireless LAN standards, change the access point channel. There should be a difference of at least five between the channel settings for each LAN standard. For example, set one standard to channel 1 and the other to channel 6.
- Keep the machine as far away as possible from highly conductive objects such as metal.
- This wireless product uses the 2.4 GHz band. Make sure there is no industrial, scientific, or medical equipment that uses the same frequency band currently in operation, such as a microwave. Interference can cause communication to become unstable. Before using the machine, make sure that there is no equipment around that may potentially cause interference.
- If you experience radio interference or other wireless networking problems, please call the support desk.

Preparing for Use

This section explains the preparations necessary to use the RICOH UCS function.

★ Important

- When using the RICOH UCS function for the first time, be sure to change the password and register your e-mail address in RICOH Unified Communication System Settings.
- If the RICOH UCS function needs to be updated, a relevant message is displayed. Update the RICOH UCS function according to the message.
- Do not turn off the machine while the RICOH UCS function is being updated.

Configuring Video Conference Settings

Select the [Use RICOH UCS Function] check box in Video Conference Settings on the Administrator Settings Web page and enter your contact ID and password.

For details about Video Conference Settings, see page 200 "Changing the Video Conference Settings".

Changing the password and registering your e-mail address

When using RICOH UCS from your account for the first time, change the initial password and register your e-mail address in RICOH Unified Communication System Settings.

You can access RICOH Unified Communication System Settings from [Open Account Settings], within Video Conference Settings.

Registering a contact with whom you want to have a meeting

You can register contacts with whom you want to have a meeting in RICOH Unified Communication System Settings.

Send a registration request to the contact. When the request is approved, the contact is registered. For details, see help in RICOH Unified Communication System Settings.

This machine can also be used to approve registration requests from contacts. If a registration request is received, a message is displayed. Check the contact according to the message, and approve the registration request as appropriate.

Adjusting the Camera

You can use the dial to adjust the camera direction.

For details about the dial, see Installation Guide.

Connecting a device (If using an external device)

You can connect an external camera, microphone, or speaker to the machine.

For details about how to connect these types of external devices, see page 75 "Devices That Can Be Connected to the Machine".

For details about how to connect an external device via Bluetooth, see page 201 "Managing Devices Connected via Bluetooth".

Switching to RICOH UCS mode

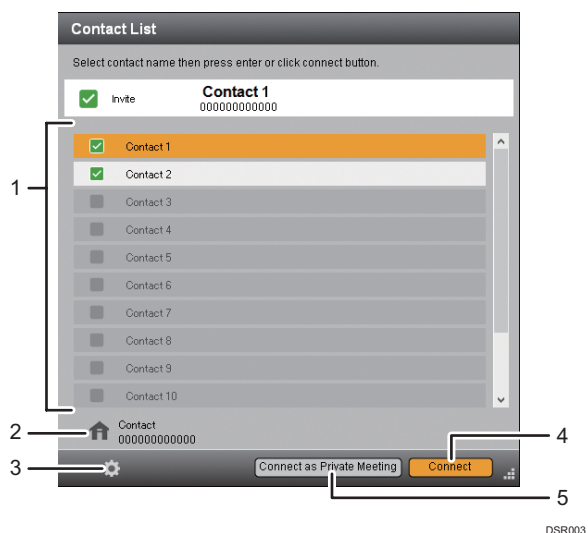
You can use the floating toolbar to switch the screen display mode to RICOH UCS mode. For details, see page 16 "Screen Configuration".

Specifying the settings

Before connecting to a contact to have a meeting, you must first specify the audio and camera settings. For details, see page 98 "Specifying the Settings".

Holding a Meeting

Calling a contact



1. Contact List

From this list, select a contact with whom you want to have a meeting.

You can select any contact that has a  or .

2. Your own contact information

Check your contact name and Contact ID.

3. Settings button

For details, see page 98 "Specifying the Settings".

4. Connect button

Call the selected contact to start a meeting.

5. Connect as Private Meeting button

You can limit participants in meetings.

Pre-determine a four-digit meeting code and share it with the other contacts with whom you want to have the meeting.

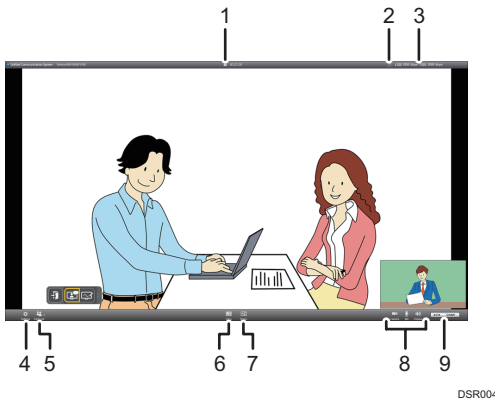
It is not possible to limit participants in a meeting once the meeting has started.

To join a limited participants meeting that has already started, you will need to obtain the meeting code before joining the meeting.

Replying to an incoming call

When there is an incoming call, an incoming call dialog box is displayed. Check the caller and reply to the call.

What you can do during a meeting



1. Private Meeting icon

This icon is displayed during meetings in which participants are limited.

2. Limited Network Bandwidth icon

This icon is displayed when the bandwidth of the network that you are using is limited.

3. 2000 kbps 50 kbps: Bandwidth Status

Show the network bandwidth available for reception (↓) and transmission (↑). You can check whether the network environment you are using meets the operating environment requirements for this machine, and whether it is possible to hold a meeting normally.

4. Settings button

Use this button to configure the settings.

For details, see page 98 "Specifying the Settings".

5. Participants

Shows the number of participants in the meeting.

6. View button

Use this button to change the screen to one of the following layouts:



The videos of the other contacts are displayed in large windows. Your video appears in a small window in the lower right of the screen.



The video of the other party is displayed in a larger window, while the videos of you and the other contacts appear in smaller windows.



Your video is displayed full screen.



The videos from all the contacts, including you, are displayed in windows of the same size.



The video of the other party is displayed full screen.



Only the whiteboard screen being shared is displayed. This button is only available during screen sharing.

7. **Share button**

Use this button to share the whiteboard screen with the other meeting participants.

During screen sharing, the displayed contents of the selected screen are displayed on the other participants' screens.

8. **Camera button** / **Mic button** / **Volume button**

Adjust the audio volume and temporarily mute the microphone.

You can also temporarily disable the camera.

9. **Leave button**

Use this button to leave the meeting.

Note

- Video from up to 9 contacts, including you, can be displayed.
- Displayed contents vary depend on the number of contacts connected.

Specifying the Settings

You can configure the following settings in Settings screen.

Audio/Video tab

Item	Description
Select Devices	Specify the device used for meetings.

Item	Description
A/V Control	• Volume adjustment • Camera Off • Adjusting the camera While looking at your displayed image, adjust the camera's orientation and position. • Echo Cancellation Eliminates the echoes in the sound that may occur during a meeting. If echoes negatively affect the sound quality of a meeting, enable Echo Cancellation. • Auto Set Mic. Gain Automatically corrects to an appropriate range the level of the sound sent to the other party. If you use this function, you do not need to adjust [Mic. Adjustment] in Advanced. • Impulse Noise Reduction • Auto Set Video Quality Automatically adjusts the resolution of the image from this machine. If this function is not selected, the image will be sent with a fixed resolution. Even if this function is not selected, the resolution might be adjusted depending on the status of the network environment.

Item	Description
Advanced	• Mic. Adjustment Adjusts the input volume of the microphone. To enable Microphone Boost, slide the Microphone Gain bar all the way to the left, and then click the [Microphone Boost] checkbox. After you enable Microphone Boost, slide the Microphone Gain bar to the desired level. To achieve the optimal input volume, slide the Microphone Gain bar to the recommended input volume area. If the input volume is low, enable Microphone Boost, and then increase the volume. • Output Volume Adjustment Adjusts the output volume.

Network Settings tab

Item	Description
TCP Port (443)	If the UDP port cannot be used for communication during a video meeting due to problems with the network environment, you can use the TCP port (443) instead.
Limited Bandwidth Usage	The network bandwidth used during a meeting can be suppressed to the minimum required level to prevent the network connection from becoming overloaded, or to limit the amount of data sent. This setting cannot be specified during a meeting. When this mode is used, the image quality of the meeting screen might deteriorate.

General tab

Item	Description
Select Language	Select your preferred language.
Version	You can check the software version of the RICOH UCS function that you are using.

Others tab

Item	Description
Send a Report	If there is a problem with the machine, send the operation log, system information, and other details about the machine to Ricoh for problem diagnosis. Only send a report when requested to do so by the support desk. You can also send a report from the error message dialog.
Display Settings in Meeting	You can specify whether to display the contact names during a meeting.

5. Using the Web Page of the Machine

This chapter explains what you can do on the Web page of the machine, and how to access the Web page.

Things You Can Do on the Web Page

View a remote whiteboard

You can view the contents of an open remote whiteboard session.

For details, see page 134 "Participating from the Web Browser".

Download temporarily saved files

You can download a temporarily saved file. For details, see page 106 "Downloading Temporarily Saved Files".

Manage the temporarily saved files

You can manage all the files temporarily saved on the machine. For details, see page 106 "Downloading Temporarily Saved Files".

Download IWB Remote Desktop Software

After you install IWB Remote Desktop Software on your computer, you can display the screen of the computer on the machine via a network. You can also operate the computer from the screen of the machine.

For details about how to download the software, see page 114 "Downloading IWB Remote Desktop Software".

Downloading RICOH Interactive Whiteboard Client

After installing RICOH Interactive Whiteboard Client on your Windows PC or Android or iOS smart device, you can participate in a remote whiteboard (remote conference) that is hosted on the whiteboard. RICOH Interactive Whiteboard Client for Windows or Android OS can be downloaded from the menu on the Web page.

The procedure to download RICOH Interactive Whiteboard Client varies depending on the operating system you are using. For details, see "RICOH Interactive Whiteboard Client Startup Guide".

Open the Administrator Settings

You can configure the machine settings, such as the network settings, and adjust the system clock. For details, see page 110 "Opening Administrator Settings".

Restart or shut down the machine

You can restart or shut down the machine from the Web page. For details see page 111 "Restarting or Shutting Down the Machine From its Web Page".

Displaying the Top Page

To access the Web page for the machine, one of the following web browsers is required:

- Internet Explorer 11
- Firefox
- Safari for OS X
- Safari for iOS ^{*1}
- Chrome for Android ^{*2}
- Chrome for Windows
- Microsoft Edge

^{*1} For iPad only. iPhone is not supported.

^{*2} For tablet PC only. Smartphones are not supported.

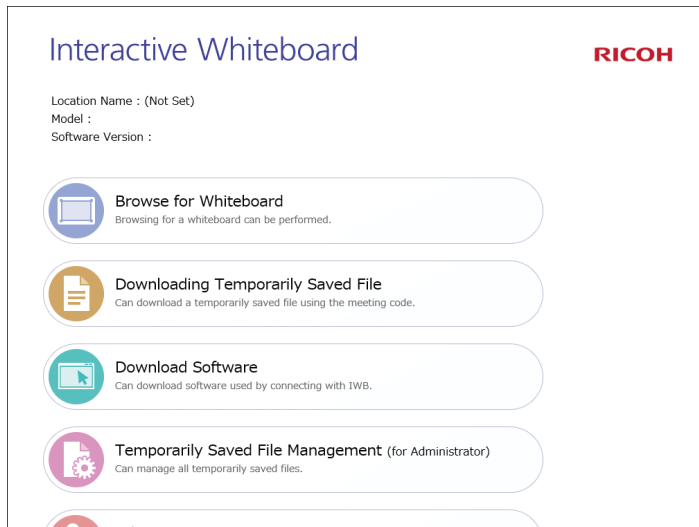
1. Check the IP address displayed at the top of the machine screen.

If no IP address is displayed, use , the Information display icon, to display the IP address.

2. Start your web browser.

3. Enter "http://(machine's IP address, host name, or fully qualified domain name)/" in your web browser's URL bar.

The Web page for the machine is displayed.



Note

- Up to 20 web browsers can access the machine at the same time.
- You cannot access the Web page when the power of the machine is off.

- If the administrator password is not changed from its initial setting, [Administrator Settings] is displayed, but cannot be accessed. Change the administrator password. For details about changing the administrator password, see page 147 "Administrator Settings".
- You can access the Web page of the machine by connecting the machine directly to a computer with a LAN cable. If you do this, functions that need network connections, such as system updates or connection tests do not work. Procedures for connecting the machine directly to a computer are as follows:
 1. If the computer is connected to a network, such as a wireless LAN, disconnect it from the network.
 2. Connect the machine to a computer with a LAN cable.
 3. If the machine's setting for [Network Auto Settings] is enabled, enable the setting for DHCP on the computer, and then proceed to Step 1 of "Displaying the Top Page".
 4. If the machine's setting for [Network Auto Settings] is disabled, specify an IP address for a computer that belongs to the same subnet of the IP address specified for the whiteboard, and then proceed to Step 2 of "Displaying the Top Page". For example, if the machine's IP address is "192.168.0.1", specify "192.168.0.3" on the computer.

Downloading Temporarily Saved Files

★ Important

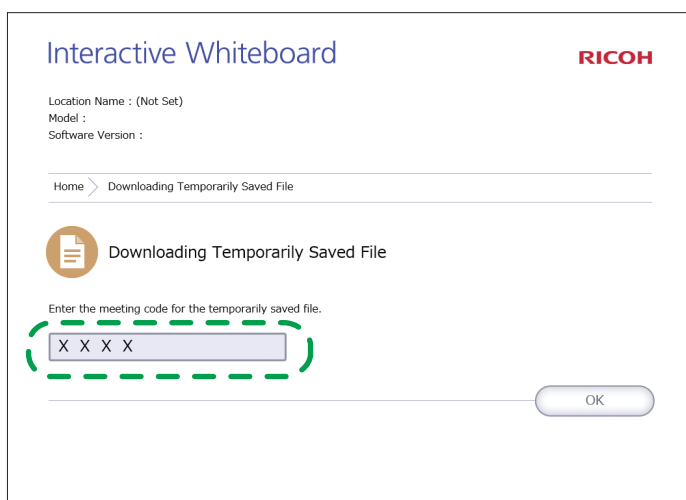
- To download a temporarily saved file, the meeting code entered when saving the file is required.
For more details about the meeting code, see page 56 "Saving Pages Temporarily".

1. Use your computer to access the Web page for the machine.

For details about how to access the Web page, see page 104 "Displaying the Top Page".

2. Click [Downloading Temporarily Saved File].

3. Enter the meeting code.



Interactive Whiteboard

RICOH

Location Name : (Not Set)
Model :
Software Version :

Home > Downloading Temporarily Saved File

Downloading Temporarily Saved File

Enter the meeting code for the temporarily saved file.

X X X X

OK

DWJ057

4. Click [OK].

5. Click [Download] for the file you want to download, and then save the file.

Interactive Whiteboard

RICOH

Location Name : (Not Set)
 Model :
 Software Version :

[Home](#) > Downloading Temporarily Saved File

 Downloading Temporarily Saved File

Meeting Code : 0000

Save Date ▼	Number of Pages	Size	Save Limit	
2017-06-26 15:41:10	1	7 KB	2017-07-10	Download
2017-06-26 15:40:48	1	24 KB	2017-07-10	Download
2017-06-26 15:40:25	1	13 KB	2017-07-10	Download
2017-06-26 15:40:02	1	5 KB	2017-07-10	Download

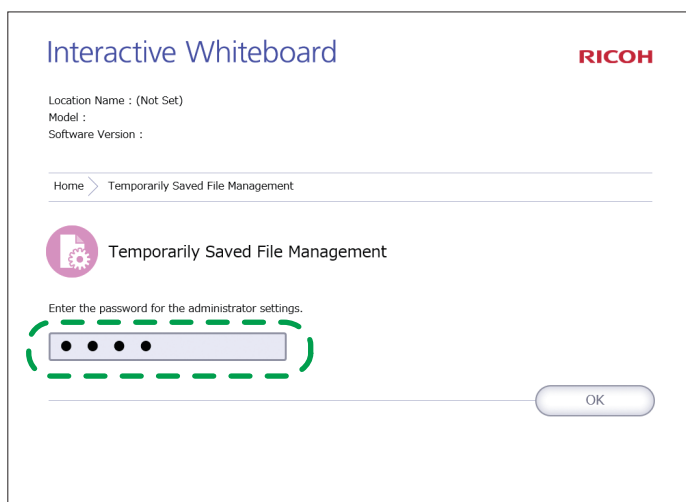
DWJ058

Note

- If you do not know the meeting code that was entered when the file was saved, you can find the meeting code on the Web page screen for managing temporarily saved files. For details about how to manage temporarily saved files, see page 108 "Managing Temporarily Saved Files".

Managing Temporarily Saved Files

1. Click [Temporarily Saved File Management (for Administrator)] on the top page of the Web page.
2. In the password input field, enter the administrator password.



3. Click [OK].

The Temporarily Saved File Management screen appears. Delete or download the necessary files.

Note

- Temporarily saved files with no meeting code specified can be managed only on the Temporary Saved File Management screen.
- Automatic temporary saving is a supplemental feature, and a temporarily stored file may be lost when a forced termination of the machine occurs. To save pages, enter a meeting code for the pages and temporarily save them to the machine, or save them in a shared folder or to a USB flash memory device. For details, see page 53 "Saving Pages".

Viewing the Temporarily Saved File Management screen

Interactive Whiteboard

RICOH

Location Name : (Not Set)
Model :
Software Version :

Home > Temporarily Saved File Management

Temporarily Saved File Management

1

Free Space : 9.99 GB / 10.00 GB

2

Number of Temporarily Saved Files : 4 / 1000

3

Save Date ▼	Number of Pages	Size	Save Limit	Meeting Code		
2017-06-26 15:41:10	1	7 KB	2017-07-10	0000	Download	Delete
2017-06-26 15:40:48	1	24 KB	2017-07-10	0000	Download	Delete
2017-06-26 15:40:25	1	13 KB	2017-07-10	0000	Download	Delete
2017-06-26 15:40:02	1	5 KB	2017-07-10	0000	Download	Delete
					Delete All	

DWJ060

1. Free Space

Indicates the amount of free space and the maximum storage capacity of the space for temporarily saved files.

2. Number of Temporarily Saved Files

Indicates the number of temporarily saved files and the maximum number of files that can be temporarily saved.

3. File List

Displays a list of the temporarily saved files.

Opening Administrator Settings

★ Important

- For security reasons, be sure to change the initial administrator password. If you do not change the password, [Administrator Settings] is displayed on the Web page, but cannot be accessed. For details about changing the administrator password, see page 147 "Administrator Settings".

1. On the top page of the machine's Web page, click [Administrator Settings].
2. Enter the administrator password in the password entry field.
3. Click [OK].

The configuration screen for the administrator appears. Confirm and modify the device settings as required.

↓ Note

- If the administrator setting is configured on the machine's Web page, the setting becomes valid when the machine restarts.
- If no operations are performed for a specified time, you are logged out automatically. When this happens, click [Administrator Settings] again on the top page.
- The administrator settings screen cannot be opened from the Web page while the administrator settings are being configured on the control panel of the machine.
- You cannot login to [Administrator Settings] for 10 minutes after the Web page has been closed.
- For details about the administrator settings, see page 147 "Administrator Settings".
- Some settings cannot be configured from the Web page. Also some settings such as the user authentication settings cannot be configured from the machine.

Restarting or Shutting Down the Machine From its Web Page

You can restart or shut down the machine from its Web page. Therefore, you do not need to physically access the machine when the machine needs to be restarted to reflect changes to settings.

The page that is displayed before restarting the machine is restored after the machine is restarted.

1. On the top page of the machine's Web page, click [Administrator Settings].
2. Enter the administrator password in the password entry field.
3. Click [OK].
4. Click [Restart] or [Shutdown].
5. On the confirmation screen, click [Restart] or [Shutdown].

The machine restarts or shuts down.

6. Click [Close].

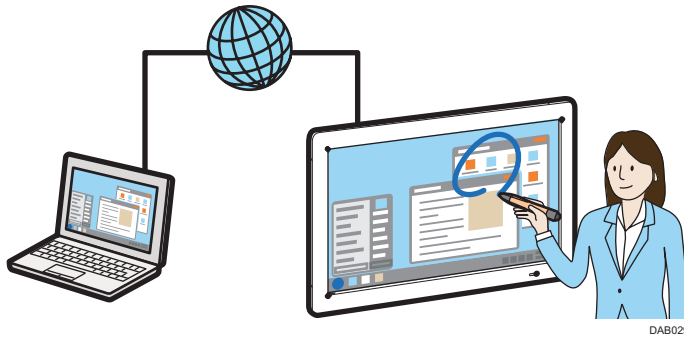
6. Using the Machine to Perform Operations on a Computer Screen

This chapter explains how to perform operations on a computer screen displayed on the machine using IWB Remote Desktop Software.

This section explains operations for Windows 7 and Mac OS 10.11.

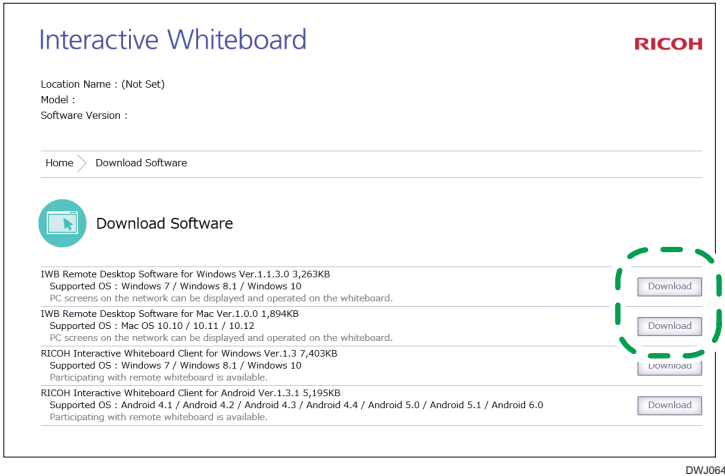
IWB Remote Desktop Software Overview

After you install IWB Remote Desktop Software on your computer, you can display a computer screen via a wireless LAN. You can also perform operations on the computer screen from the display of the machine.



Downloading IWB Remote Desktop Software

1. Start your web browser.
2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar and display the Web page for the machine.
3. Click [Download Software].
4. Click [Download] for the IWB Remote Desktop Software, and then save the file.



The IWB Remote Desktop Software is downloaded.

Installing IWB Remote Desktop Software

Installing the Software to Windows Operating Systems

★ Important

- To install IWB Remote Desktop Software on a computer, log on as a user with administrator privileges.

Operating environment

Item	Specifications
Operating system	• Windows 7 Home Premium/Professional/Ultimate/Enterprise SP 1 or later (32 bit/64 bit) • Windows 8.1/Pro/Enterprise (32 bit/64 bit) • Windows 10 Home/Pro/Enterprise (32bit/64bit)
CPU	• Recommended: Intel® Core™ 2 Duo 2 GHz or more • Minimum: Intel Core Solo U1300
Memory	• Windows 7 (32 bit): 1 GB or more • Windows 7 (64 bit): 2 GB or more • Windows 8.1 (32 bit): 1 GB or more • Windows 8.1 (64 bit): 2 GB or more • Windows 10 (32 bit): 1 GB or more • Windows 10 (64 bit): 2 GB or more
HDD	100 MB or more free space
Network	Line speed • Minimum: 200 Kbps * When not using network services other than IWB Remote Desktop Software
Wireless LAN	IEEE802.11a/b/g/n

1. Double-click the downloaded file from the Web page of the machine to execute it.

For details about how to download IWB Remote Desktop Software, see page 114 "Downloading IWB Remote Desktop Software".

2. Specify the language you want to use during the installation process, and then click [OK].

3. If .NET Framework 4 is not installed on your computer, click [Install].

If .NET Framework 4 has already been installed, the message [Install] does not appear. Proceed to the next step.

4. Click [Next].

5. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the terms in the license agreement], and then click [Next].

6. Specify the installation folder if you want to change the one that is displayed in the window, and then click [Next].

7. Click [Install].

8. Click [Finish].

Installing the Software to Mac Operating Systems

Operating environment

Item	Specifications
Operating system	• Mac OS 10.10 • Mac OS 10.11 • Mac OS 10.12
CPU	• Recommended: Core i3 2.5GHz or more • Minimum: Core 2 Duo 2GHz or more
Memory	2 GB or more
HDD	100 MB or more free space
Network	Line speed • Minimum: 200 Kbps * When not using network services other than IWB Remote Desktop Software
Wireless LAN	IEEE802.11a/b/g/n

1. Double-click the file downloaded from the machine's Web page to execute it.

For details about how to download IWB Remote Desktop Software, see page 114 "Downloading IWB Remote Desktop Software".

2. Double-click the *.pkg file.

3. Read the displayed message, and then click [Continue].
4. Read the software license agreement, and then click [Continue].
5. Click [Agree].

If you click [Disagree], the installer will end.

6. Specify the installation folder in [Change Install Location...] if you want to change the one that is displayed in the window.
7. Click [Install].
8. Enter the user name and the password of the administrator account if you are asked to do so, and then click [Install Software].
9. When the message stating that installation has been completed appears, click [Close].

Using IWB Remote Desktop Software

Open IWB Remote Desktop Software, and then connect the machine to a computer. When the machine is connected, the screen displayed on the computer appears on the screen of the machine.

★ Important

- You cannot connect if the machine is in standby mode or the power is off.
- While the machine is connected to the computer, a message is displayed every 15 minutes which asks whether you want to maintain the connection. If one minute elapses without clicking [Continue] in the message, the connection is lost automatically. This message setting can be changed when the IWB Remote Desktop Software starts.

Starting IWB Remote Desktop Software

Starting with Windows Operating System

1. On the [Start] menu of the computer, select [All Programs].
2. Select [Ricoh], and then click [IWB Remote Desktop Software].
3. Click [IWB Remote Desktop Software].

Starting with Mac Operating System

1. Open the Finder.
2. Open the Applications folder.
3. Double-click [IWB Remote Desktop Software].

Using the Machine to Perform Operations on a Computer Screen

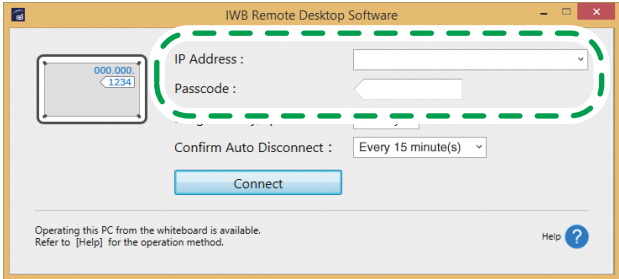
The screen varies depending on the operating system you are using.

1. Enter the IP address and passcode displayed at the top of the machine screen.

If no IP address or passcode is displayed, use ⓘ, the Information display icon, to display the IP address.

You can also enter the host name or fully qualified domain name of the machine.

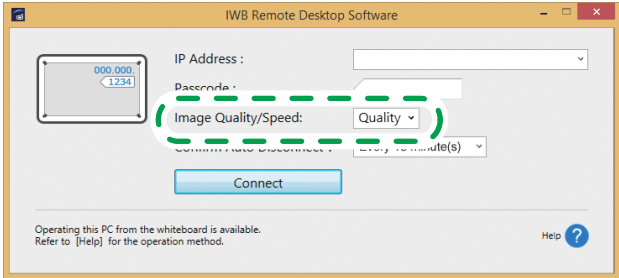
If you have already entered the IP address, host name, or fully qualified domain name, you can select it from the pull-down menu.



DHG102

2. Change the [Image Quality/Speed] setting as required.

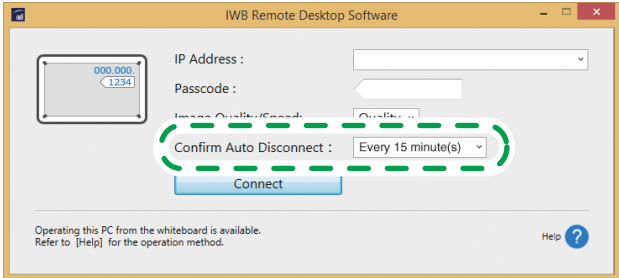
Select [Quality], [Standard Image Quality], or [Speed], according to the specified quality under the image transfer settings. The default is [Speed]. To give priority to speed over quality, select [Speed]. The print quality, however, may be degraded.



DHG571

3. Change auto disconnection settings as needed.

To enable auto disconnection while the machine is connected to a computer, open the pull-down menu, and then select the length of time the auto disconnect message is displayed. When the setting is enabled, the auto disconnect message is displayed at specified intervals. If one minute elapses without clicking [Continue] in the message, the connection is lost automatically.



DHG572

4. Click [Connect].

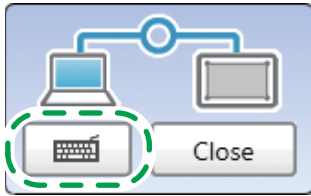
The screen of the computer appears on the machine screen.

5. When you operate the computer from the machine, touch , the Operate Computer icon.

A pen nib and pen bottom can be used to perform the following:

- Pen nib
A left-click or drag operation
- Pen bottom
A right-click operation

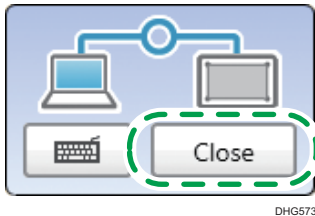
When you click the touch keyboard icon, you can enter text using the touch keyboard displayed on the computer. It may take approximately two seconds until the touch keyboard is displayed.



↓ Note

- When touch pen is used, the operation by pen bottom cannot be performed.
- When entering text on the keyboard of an application using the application linking function, do not use the touch keyboard that appears when you touch the keyboard icon on this screen. Use the touch keyboard that you can open from the sub-panel of the application linking function.
- When IWB Remote Desktop Software is running on a Windows 10 operating system and Creators Update is installed on the computer, you cannot use the touch keyboard in IWB Remote Desktop Software.
- When IWB Remote Desktop Software is running on a Windows operating system, the [-] button (minimize button) and the [×] button (close button) are displayed in the upper right corner of the window.

6. When you close IWB Remote Desktop Software, click [Close] in the "Connected" window.



7. Click [Close].

IWB Remote Desktop Software closes.

Note

- You can also close IWB Remote Desktop Software by operating the computer from the machine screen.
- In the Whiteboard Detailed settings, you can choose whether or not to automatically recognize a click and double-click during a handwritten entry. For details, see page 141 "Changing the Detailed Settings".
- You can connect to Whiteboard Version 1.3.XX from IWB Remote Desktop Software Version 1.5.XX or later. In such case, the machine operates in "Standard Image Quality" even if the [Image Quality/Speed] setting is specified.
- When a touch keyboard is used, the keyboard of the computer may become unresponsive. If this occurs, or if the touch keyboard does not respond, perform the following procedure on the computer:
 1. Set "User Account Control Settings" to [Never Notify].
 2. Configure the following settings to run IWB Remote Desktop Software as an administrator:
 1. Right-click the shortcut icon of IWB Remote Desktop Software, and select [Properties].
 2. Select the [Run this program as an administrator] checkbox under [Privilege Level] on the [Compatibility] tab.

Uninstalling IWB Remote Desktop Software

Uninstalling the Software from Windows Operating Systems

★ Important

- Log on to the computer as a user with administrator privileges to uninstall the software.
1. On the [Start] menu of the computer, select [Control Panel].
 2. When [View by:] is set to [Category], click [Uninstall a program]. When [View by:] is set to [Large icons] or [Small icons], click [Programs and Features].
 3. Select "IWB Remote Desktop Software" and click [Uninstall].
 4. Confirm the messages and click [OK].

Uninstalling the Software from Mac Operating Systems

6

1. Open the Finder.
2. Move the IWB Remote Desktop Software in the Applications folder to the Trash.
3. Enter the user name and the password of the administrator account if you are asked to do so.

The IWB Remote Desktop Software is uninstalled.

↓ Note

- Delete the application completely by emptying the Trash.

7. Using a Remote Whiteboard to Share the Screen

This chapter explains how to share a screen or written text and drawn figures of the Interactive Whiteboard with other devices at remote locations.

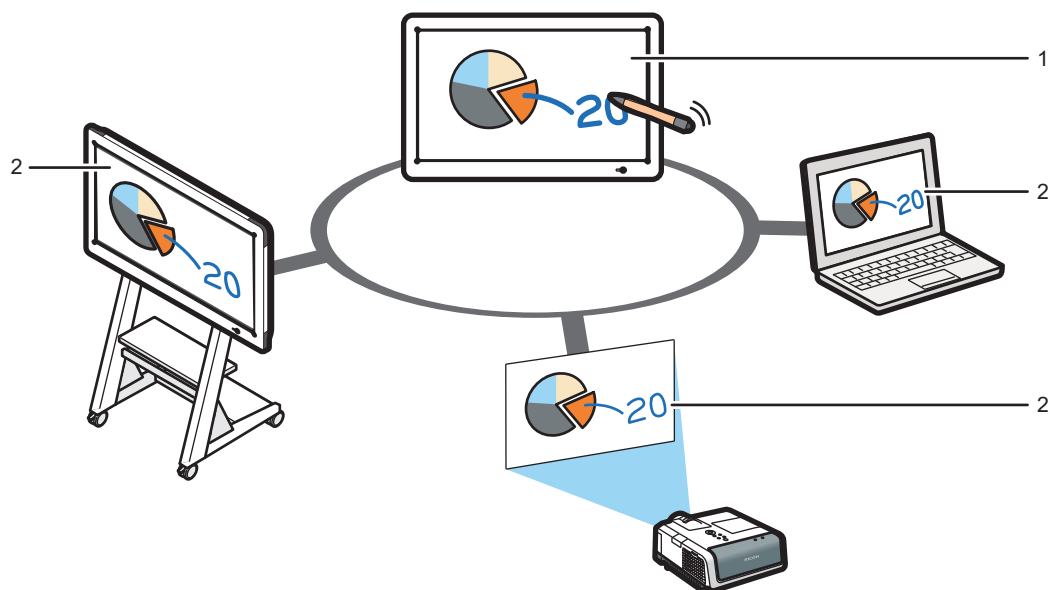
Overview of Remote Whiteboard

You can share a screen with multiple devices connected via a network.

★ Important

- To share a screen, you need to configure the network settings and add your Remote License. For details about how to configure the network settings, see page 153 "Configuring Network Settings". For details about how to add your Remote License, see page 159 "Adding or Deleting Your Remote License".

An example of the connection patterns for remote whiteboards are as follows:



DHG011

1. Hosting remote whiteboard

The host whiteboard hosts a remote whiteboard session that allows other devices to view and perform operations on the shared screen.

2. Participating remote whiteboards

The participating whiteboards connect to the host device and perform operations on the shared screen. The results of the operations performed are displayed simultaneously on the other devices.

For details about connection patterns for remote whiteboards, see the table below.

In addition, photos taken with a terminal (smart device only) on which RICOH Interactive Whiteboard Client is installed or image files and PDF files stored on such a terminal can be uploaded to the machine. For details, see "RICOH Interactive Whiteboard Client Start Guide".

Connection patterns for remote whiteboards are shown below:

		Host		
		RICOH Interactive Whiteboard	RICOH Interactive Whiteboard Lt for Windows	Projector with interactive functionality
Participant (Writing)	RICOH Interactive Whiteboard	○	○	○
	RICOH Interactive Whiteboard Lt for Windows	○	○	○
	Projector with interactive functionality	○	×	○
	RICOH Interactive Whiteboard Client	○	○	×
Participant (Viewing only)	Web browser	○	×	×
	Remote Viewer	○	×	○

- : Connection possible
- ×: Connection impossible

Note

- When the network settings are configured accordingly and the remote whiteboard license is added, you can view the screen of the machine from a remote location using a Web browser application without hosting the whiteboard by changing the settings. For details about changing the settings, see page 153 "Configuring Network Settings".
- For details about how to open a remote whiteboard session, see page 126 "Opening a Remote Whiteboard Session".
- For details about how to participate in a remote whiteboard session, see page 131 "Participating in a Remote Whiteboard Session".

- For details about how to install Remote Viewer, see page 258 "Installing Remote Viewer on a Computer".
- For details about how to participate in a remote whiteboard session from a projector, see the manual of the projector or Interactive Kit.
- Smart devices that can connect to a remote whiteboard using RICOH Interactive Whiteboard Client are as follows:
 - iPad (3rd generation or later) (iOS8/9)
 - Android tablet (Android 4.1–7.0)
 - Windows devices (Windows 7/8.1/10)
- Up to 20 whiteboards including the host whiteboard can participate in a remote whiteboard session at the same time. Up to 50 devices in which RICOH Interactive Whiteboard Client is installed can participate in a remote whiteboard session at the same time.
- To use RICOH Interactive Whiteboard Client, a network speed of 200 kbps or faster is required.
- For details about RICOH Interactive Whiteboard Client, see "RICOH Interactive Whiteboard Client Start Guide".

Opening a Remote Whiteboard Session

This section explains how to open a remote whiteboard session.

You may need to select Compatible mode according to the type of a participating device or its version. When you select Compatible mode, the functions available will be limited.

For details about how to check the system version, see page 145 "Opening General Settings".

Participating remote whiteboards	Normal hosting (system running version 2.1.0.0 or later)	Compatible mode
System running version 1.6.0.0 or later	○	○*1
System running version 1.5.X.X or earlier	×	○
Projector with interactive functionality	×	○
Remote Viewer	×*2	○
Web browser	○	○
RICOH Interactive Whiteboard Client	○	×

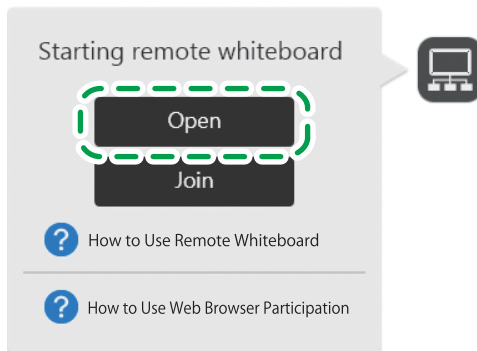
- : Can participate.
- ×: Cannot participate.

*1 If a participating whiteboard running system version 1.6.0.0 or later participates in a remote whiteboard session opened in compatible mode or by a machine running system version 1.1 or earlier, a message is displayed and the remote whiteboard enters compatible mode.

*2 If a web browser is used instead of Remote Viewer, there are no restrictions on the functions that can be used while viewing the remote whiteboard.

1. Touch , the Share icon.

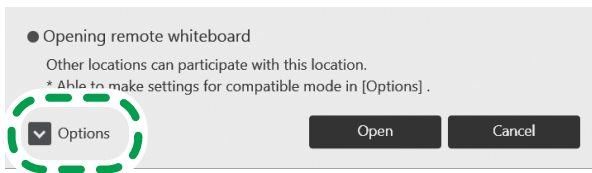
2. Touch [Open].



DHG346

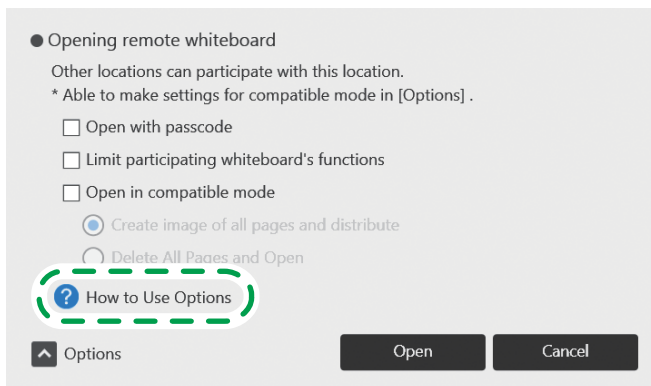
- When a video conferencing device is connected to the machine via USB, a confirmation screen to start screen sharing is displayed upon starting a video conference using the device. Touch the [Start] button to share the image displayed on the machine screen. For details, see page 87 "Sharing the Whiteboard Screen in a Video Conference".
- When you activate compatible mode, the [Start] button is not displayed.

3. Touch "Options", and then specify the conditions for opening a remote whiteboard session.



DTW479

For details about the options, see "How to Use Options".



DTW480

- When the "Open with passcode" check box is selected, members assigned with the passcode can participate in the remote whiteboard session.

- When the "Limit participating whiteboard's functions" check box is selected, the participating whiteboards cannot save files, print pages, or send e-mail during the session.
- When the "Open in compatible mode" check box is selected, the remote whiteboard session is opened in compatible mode. For details about how to open a session in compatible mode, see page 128 "Opening a Remote Whiteboard Session in Compatible Mode".

4. Touch [Open].

A remote whiteboard session is opened.

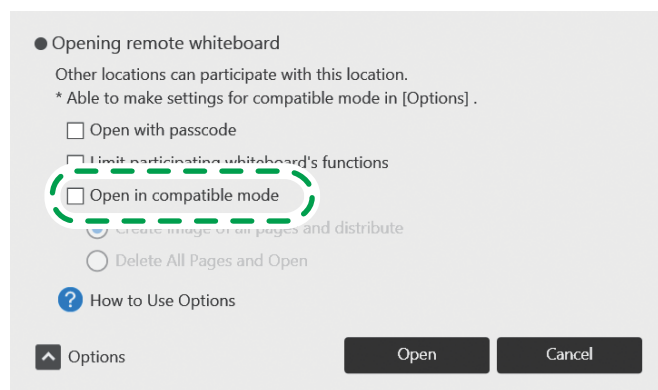
When you select "Open with passcode", a message will appear. Confirm the details of the message, and then touch [Open].

↓ Note

- You can use , the Share icon, to check the communication status while participating in a remote whiteboard session. For details about the communication status, see page 139 "Checking the Remote Whiteboard Information".
- During the remote whiteboard session, the participating whiteboards are displayed in the submenu of , the Share icon. For details about how to view the submenu, see page 139 "Checking the Remote Whiteboard Information".

Opening a Remote Whiteboard Session in Compatible Mode

1. Select "Open in compatible mode" in the option settings of opening remote whiteboard session screen.



DTW481

2. Specify other conditions as needed.

- If you select "Create image of all pages and distribute", the pages being used will be converted to images and displayed on the participating whiteboards. You cannot edit the strokes on the pages converted to images.
- If you select "Delete All Pages and Open", all the pages being used will be deleted.

3. Touch [Open].

A remote whiteboard session is opened in compatible mode.

Note

- You can use , the Share icon, to check the communication status while participating in a remote whiteboard session. For details about the communication status, see page 139 "Checking the Remote Whiteboard Information".
- During the remote whiteboard session, the participating whiteboards are displayed in the submenu of , the Share icon. For details about how to view the submenu, see page 139 "Checking the Remote Whiteboard Information".

Closing a Remote Whiteboard Session

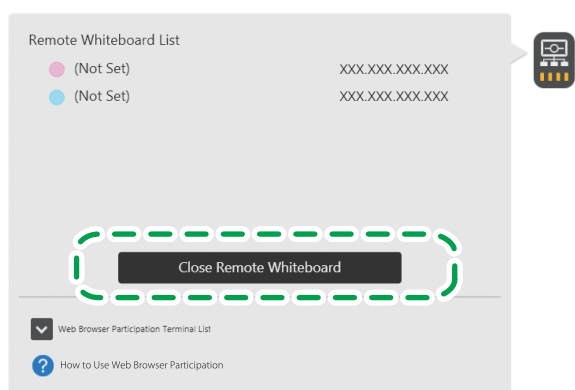
This section explains how to close a remote whiteboard session.

When the host whiteboard closes the remote whiteboard session, the session will be closed on the participating whiteboards as well.

★ Important

- When you finish using the machine, quit the remote whiteboard session, and then turn off the power.

1. Touch , the Share icon.
2. Touch [Close Remote Whiteboard].



DHG351

- When compatible mode is active, touch [Close].
- When a video conferencing device is connected to the machine via USB, touch , the sharing icon, and then touch [RICOH UCS screen sharing will be stopped] to stop sharing the machine's screen. When compatible mode is active, the machine's screen cannot be shared. For details, see page 87 "Sharing the Whiteboard Screen in a Video Conference".

3. Touch [Close].

↓ Note

- When you exit compatible mode, the page displayed immediately before joining the remote whiteboard session is loaded as an image.

Participating in a Remote Whiteboard Session

This section explains how to participate in a remote whiteboard session.

★ Important

- **When you join a remote whiteboard session, all the pages that existed prior to joining the session are deleted and the contents of the host whiteboard are imported.**

You cannot participate in a remote whiteboard if the version of the host differs from that of the participating whiteboard.

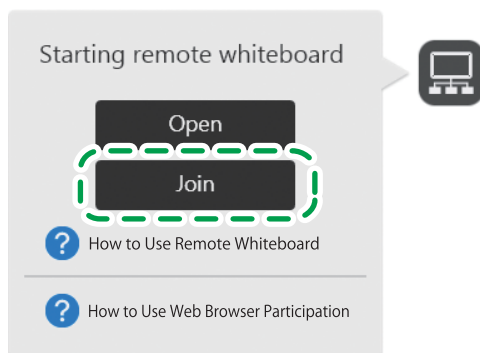
Hosting remote whiteboards	Normal participating (system running version 2.1.0.0 or later)
System running version 1.8.0.0 or later	○
System running version between 1.6.0.0 and 1.7.X.X	○*1
System running version 1.5.X.X or earlier	×
Compatible mode	○*2

- ○: Can participate.
- ×: Cannot participate.

- *1 If the version of your whiteboard differs from that of the host whiteboard, a message appears to participate in a remote whiteboard session. Check the message, and then update the system to run the version, if necessary. For details about how to update the system, see page 184 "Updating Your System".
- *2 If a participating whiteboard running system version 1.6.0.0 or later participates in a remote whiteboard session opened in compatible mode or by a machine running system version 1.1 or earlier, a message is displayed and the remote whiteboard enters compatible mode.

Participating from the Interactive Whiteboard

1. Touch [Join] of , the Share icon.



DHG347

2. When a message appears, touch [Proceed].
3. Specify the remote whiteboard session you want to join.

For details about how to specify a remote whiteboard session, see page 133 "Specifying the remote whiteboard session to join".

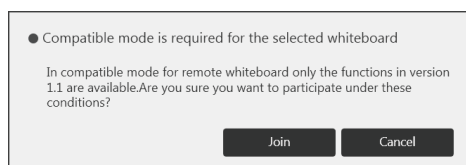
4. Touch [Join].

To join a remote whiteboard session for which options have been set, check the message that is displayed, and then touch [Join].

To participate in a remote whiteboard session with a passcode, you need to enter the passcode.

Note

- The indicated shared page import time is an estimate, depending on the actual environment.
- When the remote whiteboard you want to join is open with available functions limited, the participating whiteboards cannot save files, print pages, or send e-mail. When the remote whiteboard session is closed, all the pages are deleted.
- When you attempt to participate in a remote whiteboard session opened in compatible mode or by a machine running system version 1.1 or earlier, a message which asks whether or not you want to participate in the session. Touch [Join] inside the message to participate is displayed.



- During a remote whiteboard session, the screen sharing status is displayed in the submenu of , the Share icon. For details about how to view the submenu, see page 139 "Checking the Remote Whiteboard Information".

- If the page size of a file imported to the host whiteboard is larger than the maximum file size that can be imported by a participating whiteboard, the imported file may not be displayed.

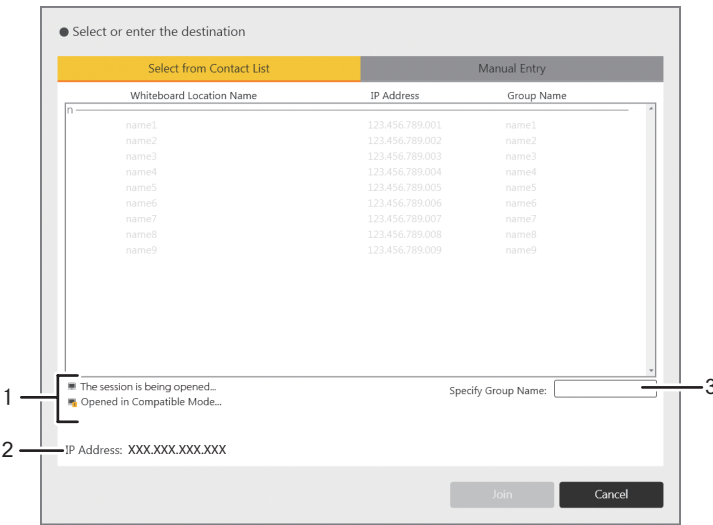
Specifying the remote whiteboard session to join

The host whiteboard can be specified as follows:

- Select a host whiteboard session from the contact list you have added in advance
- Specify the IP address of the host whiteboard

Selecting from the contact list

Select the host whiteboard from the list of the whiteboard location names you have added in advance.



DMT312

1. Status of the host whiteboard

Displays an icon which indicates the session status of the host whiteboard.

2. IP address display field

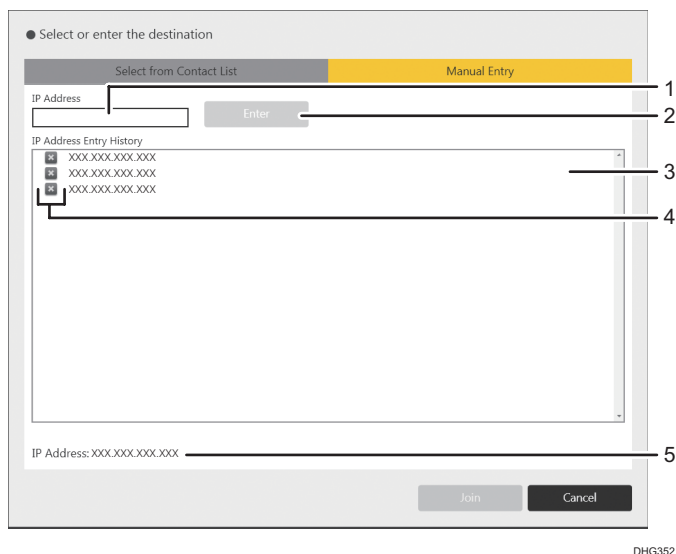
Displays the IP address of a whiteboard location that is selected from the contact list.

3. Specify Group Name

Select the group you want to display in the "Contact List".

Specifying by entering manually

Specify the host whiteboard by entering its IP address.



1. IP address input box

Enter the IP address, host name, or fully qualified domain name of the host whiteboard. The touch keyboard appears when you touch the input field.

2. [Enter]

Adds the entered IP address of the host whiteboard to the IP address display field.

3. IP Address Entry History

Displays a list of host whiteboards that were manually entered. Select one of the host whiteboards in the list.

"IP Address Entry History" can hold up to 100 entries. When "IP Address Entry History" reaches capacity, the oldest entry is deleted from the history.

4. Delete History

Deletes a manually entered remote whiteboard from the history. When you touch [Delete] in the message, the selected remote whiteboard is deleted from the history.

5. IP address display field

Displays the IP address of a whiteboard location that was entered.

Note

- It may take approximately two seconds until the touch keyboard is displayed.
- For details about how to add a contact list, see page 163 "Managing a Remote Contact List".

Participating from the Web Browser

This section explains how to view the contents of a remote whiteboard session by accessing the Web page of the machine.

★ Important

- To view a remote whiteboard session, you need to configure the network settings and add your Remote License. For details about how to configure the network settings, see page 153 "Configuring Network Settings". For details about how to add your Remote License, see page 159 "Adding or Deleting Your Remote License".
- A remote whiteboard session opened by a machine running system version 1.3.140.0 or earlier or a projector that has interactive functionality cannot be viewed from a web browser.

1. Access the Web page for the machine.

For details about how to access the Web page, see page 104 "Displaying the Top Page".

2. Click [Browse for Whiteboard] on the Web page.

3. Enter the passcode in the passcode box.

The passcode entered is the code displayed at the top of the screen of the host whiteboard.

You may not need to input a passcode, depending on the whiteboard's settings.

DWJ063

4. Click [Join].

The remote whiteboard screen is displayed.

The page you are viewing is refreshed once every two seconds.

↓ Note

- You can change the display magnification by using the zoom-in and zoom-out function of your web browser.

Participating from Remote Viewer

When you install Remote Viewer to the computer, you can view the contents of a remote whiteboard session opened with Compatible mode or version earlier than 1.3.140.0. For details about Remote Viewer, see page 257 "Using Remote Viewer".

When you view the contents of a remote whiteboard session opened with a system of version 1.3.0.0. or later, access the remote whiteboard from the web browser. For details, see page 134 "Participating from the Web Browser".

1. Click the [Start] menu on the computer.
2. From [All Programs], select [Ricoh], [Interactive Whiteboard Remote Viewer].
3. Click [Interactive Whiteboard Remote Viewer].

The Remote Viewer screen appears.

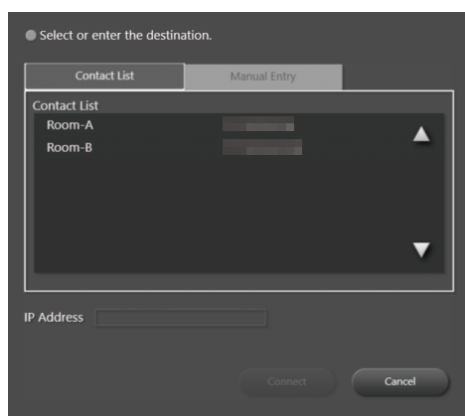
4. Click [Join] from , the Share icon.
5. Specify the IP address of the host whiteboard on the displayed screen.
6. Click [Connect].

The host whiteboard is imported.

7. If a passcode is set by the host whiteboard, enter the passcode.
8. If a connection is established, the time to import pages of the host whiteboard is displayed. Click [OK].

There are two methods for specifying a host whiteboard. The first is to select from the contact list, and the second is to enter the IP address manually.

[Contact List] tab



Specify the IP address of the host whiteboard by selecting it from the "Contact List".

A contact list can be added with "Add Remote Contact List" in General Settings of Remote Viewer. See page 260 "Creating a Remote Contact List".

[Manual Entry] tab

The screenshot shows a dark-themed dialog box titled "Select or enter the destination." It has two tabs: "Contact List" and "Manual Entry", with "Manual Entry" being the active tab. Inside the "Manual Entry" tab, there is an "IP Address" input field with an "Enter" button to its right. Below this is an "IP Address Entry History" section, which is a list box containing several entries, each with a small icon and text. At the bottom of the dialog, there is another "IP Address" input field, and below that are "Connect" and "Cancel" buttons.

- Specify the IP address of the host whiteboard by entering it manually. After entering the address, click [Enter]. A confirmation message about the history appears. If you do not want to keep the entered IP address in the history, click [Cancel].
- You can also specify a previously entered IP address by selecting it from "IP Address Entry History".

Note

- "IP Address Entry History" can hold up to 100 entries. If there are already 100 entries, the oldest entry is deleted from the history.
- The indicated shared page import time may differ depending on the actual environment.
- You can use , the Share icon, to check the communication status while participating in a remote whiteboard session. For details about the communication status, see page 139 "Checking the Remote Whiteboard Information".

Leaving a Remote Whiteboard Session

★ Important

- When you finish using the Interactive Whiteboard, leave the remote whiteboard session, and then turn off the power.

1. Touch , the Share icon.
2. Touch [Close Remote Whiteboard].



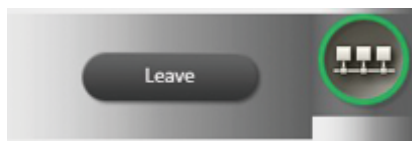
DHG355

If you are participating in a remote whiteboard session while compatible mode is active, touch [Leave].

3. Touch [Leave].

↓ Note

- When you have participated in a remote whiteboard session from Remote Viewer, click , the Share icon, and then select [Leave].

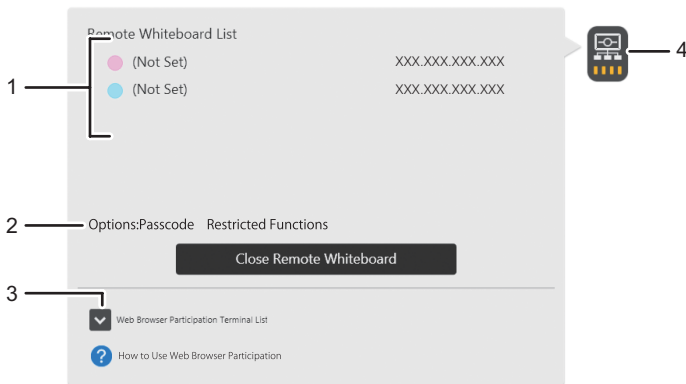


- When you have participated in a remote whiteboard session from the web browser, quit viewing by closing the browser window.
- If the host whiteboard side closes the remote whiteboard session, viewing automatically ends.
- When you exit compatible mode, the page displayed immediately before joining the remote whiteboard session is loaded as an image.

Checking the Remote Whiteboard Information

When you touch , the Share icon, during a remote whiteboard session, you can check the information of the devices joining the remote whiteboard session.

When you touch , the Share icon, the following submenu appears. The submenu indicates the status of the remote whiteboard.



DHG356

1. Remote Whiteboard List

- Indicates the name and IP address of the device hosting the remote whiteboard session.
- Indicates the names and IP addresses of the devices participating in the remote whiteboard session.

2. Options

Indicates the options that have been set.

3. Web Browser Participation Terminal List

Indicates the IP addresses of the devices participating in the remote whiteboard session via a web browser.

4. Share icon

Indicates the network status in the bottom part of the icon.

Checking the communication status during a remote whiteboard session

You can check the communication status during a remote whiteboard session. The communication status is indicated by , the Share icon. When you are using compatible mode, you can check the communication status by the color of the icon.

Normal mode icon/Compatible mode icon	Communication status	Communication speed
	Excellent	1.5 Mbps or more

Normal mode icon/Compatible mode icon	Communication status	Communication speed
 Antenna 3 / 	Good	512 kbps–1.5 Mbps
 Antenna 2 / 	Low	200 kbps–512 kbps
 Antenna 1 / 	Very Low	200 kbps or less

Note

- On the host whiteboard, the icon indicates the participating whiteboard with the worst communication status.
- As the number of whiteboard locations or the amount of data to be transferred increases, screen updates may take longer and the response time for user operations may increase.
- As communications improve, screen updates and response time for user operations become faster.
- If there are no participating whiteboards, , the Antenna 1 icon, is displayed on the host whiteboard.
- If you are using Remote Viewer to view shared screens, an icon which indicates the machine is in compatible mode is displayed.

8. Changing the Interactive Whiteboard Settings

This chapter explains how to change the machine settings in General Settings and Administrator Settings.

Changing the Detailed Settings

To configure the whiteboard display and writing settings, open the whiteboard detailed settings.

1. Touch (Whiteboard Detailed Settings) on the main operation panel with the pen nib.

The whiteboard detailed settings screen is displayed.

2. Select the check box of the functions you want to use.

- [Automatically switches to the external input when the external input display screen has changed]

The machine automatically switches to the computer screen when the screen content changes.

- [Do not display pen entry operation guidance while displaying external input]

When you start writing on the external input screen, a message prompting you to capture the screen will not appear.

- [Automatically recognize a click during a handwritten entry on remote PC image]

When you are using the computer screen in IWB Remote Desktop Software, the machine automatically recognizes a click or double-click during a handwritten entry.

You cannot use this function when mouse operations are linked with another application and [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] is enabled.

- [On fair copy entry, only graphics will be fair copied (texts will not be fair copied)]

If a small figure is converted to a character in fair copy entry mode, select this setting to make fair copies of figures only.

- [Automatically aligns the position of the texts and graphics]

Fair copy entered text, figures, and lines are flush against the grid line when they are moved or reduced/enlarged.

- [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)]

You can draw up to 4 strokes at a time when using handwritten entry mode. This setting is available only when [Handwritten Entry with Touch Pen] is enabled For details, see page 186 "Changing the System Settings".

- [Use External Input/Page Switch/Add Page/Image Upload]

Specifies whether or not to use RICOH Interactive Whiteboard Client to switch to an external input, switch pages, add a page, or upload an image.

- [Handwritten Entry/Deletion/Marker]

Specifies whether or not to use the handwritten entry/deletion/marker functions in RICOH Interactive Whiteboard Client.

3. Touch [Close].

Note

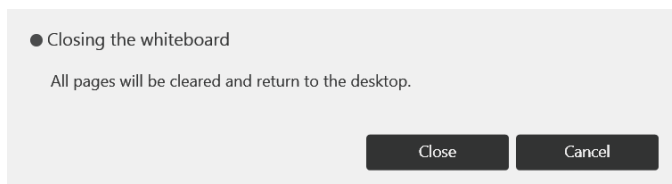
- When any of the  (Stamp Entry mode) icons other than  (Select and Delete) or  (Operate Computer) is selected, clicks cannot be automatically recognized while making a handwritten entry on a remote computer screen.
- To save the changes made to the settings after the machine is turned off, specify [Default Whiteboard Detailed Settings] in System Settings. For details, see page 186 "Changing the System Settings".

Displaying the Desktop

You can open General Settings or Administrator Settings from the desktop.

The procedure for displaying the desktop is as follows:

1. Press and hold on , the close icon, with the pen nib until a message appears.



2. Touch [Close].

The displayed page closes and the desktop is displayed.

Icons on the Desktop

Touch an icon twice in quick succession with the pen nib to activate an icon on the desktop.

The operations performed with the activated icons are as follows:

Icon	Behavior	Reference
 AdminSettings	Opens Administrator Settings.	See page 146 "Opening Administrator Settings".
 Interactive Whiteboard	Displays the main screen of the machine.	See page 16 "Screen Configuration".
 PowerOFF	Turns the power off.	-
 Settings	Opens General Settings.	See page 145 "Opening General Settings".

Icon	Behavior	Reference
 Software Keyboard	Displays the touch keyboard. It may take approximately two seconds until the touch keyboard is displayed.	-

Opening General Settings

To perform operations such as checking the system information, open General Settings.

- 1. Display the desktop.
- 2. Touch [Settings] two times in quick succession.

 Note

- When you finish configuring General Settings, touch [Close].

General Settings Icons

Touch the icon with the pen nib to activate an icon on General Settings.

The operations performed with the activated icons are as follows:

Icon	Behavior
 Adjust Touch Sensor Position * 1	Adjusts the position detected when the screen is touched by the pen. For details about how to adjust positions, see page 151 "Adjusting Touch Sensor Positions".
 Touch Sensor Sensitivity Adjustment * 1	Adjusts the sensitivity detected when the screen is touched by the pen or your fingers. For details about how to adjust sensitivities, see page 152 "Adjusting the Touch Sensor Sensitivity".
 Version Information	Displays the version information and Windows license agreement.
 Copyright Information	Displays the copyright information.

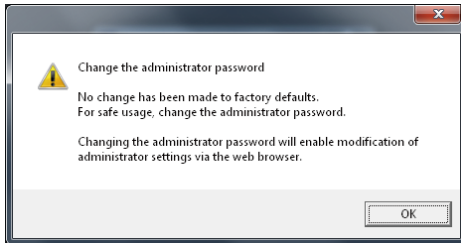
* 1 This item is only displayed on some models.

Opening Administrator Settings

Open Administrator Settings to configure machine settings such as network or date and time settings.

★ Important

- For security reasons, make sure to change the initial administrator password. If you do not change the password, a message is displayed each time you open Administrator Settings.



1. Display the desktop.
2. Touch [AdminSettings] two times in quick succession.
3. Display the touch keyboard and enter the administrator password.

The method to display the touch keyboard varies depending on the machine. It may take approximately 2 seconds until the touch keyboard is displayed.

- If the [Software Keyboard] icon is displayed on the desktop, touch this icon twice quickly.
- If the [Software Keyboard] icon is not displayed on the desktop, use the pen nib to move the point to the upper left corner of the display and touch the frame that appears.

The initial administrator password is "admin". Touch , the Change Administrator Password icon, to change the password.

4. Touch [OK].

If the entered password is incorrect, an error message appears. Check the password and enter the correct one.

↓ Note

- When you finish configuring Administrator Settings, touch [Close].
- If no operations are performed for 10 minutes, the configuration screen for the administrator will disappear automatically.
- You can also configure the administrator settings from the Web page of the machine.
 - For details about opening the administrator settings screen, see page 110 "Opening Administrator Settings".
 - For settings that can be configured on the Web page, see page 147 "Administrator Settings".
- The administrator settings screen cannot be opened on the machine while the administrator settings are being configured from the machine's Web page.

Administrator Settings

Touch the icon with the pen nib to activate an icon in Administrator Settings.

★ Important

- Certain settings for using a network, settings for authentication cannot be configured from Administrator Settings on the machine. To configure such settings, use the Administrator Settings Web page. For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".

The operations performed with the activated icons are as follows:

Icons displayed on this machine	Items on the Web page	Behavior
 System Settings	System Settings	Changes the System Settings. For details about how to configure the settings, see page 186 "Changing the System Settings".
 Security Settings	Security Settings	Configures the security settings. For details about configuring the settings, see page 192 "Changing the Security Settings".
 Network Settings	Network Settings	Configures the IP Address and Default Gateway settings. These settings are necessary to use the following functions: • Remote whiteboard • Send by e-mail • Print pages • Web page • IWB Remote Desktop Software For details about how to configure the settings, see page 153 "Configuring Network Settings".
 Print Settings	Print Settings	Configures the Printer Address and Print Authentication settings. These settings are necessary to print pages. For details about how to configure the settings, see page 198 "Changing the Print Settings".

Icons displayed on this machine	Items on the Web page	Behavior
 Email Settings	Email Settings	Configures the SMTP Server Settings. These settings are necessary to send saved pages or logs by e-mail. For details about how to configure the settings, see page 161 "Configuring SMTP Server Settings".
-	Video Conference Settings	For details about how to configure the settings, see page 200 "Changing the Video Conference Settings".
-	User Authentication Settings	Configures the user authentication settings. For details about how to configure the settings, see page 194 "Changing User Authentication Settings".
 Set Date/Time	Set Date/Time	Sets the date and time displayed at the top of the main operation panel. For details about how to configure the settings, see page 157 "Setting the Date and Time".
 Region and Language	Region and Language Settings	Specifies the display language and the region where the machine is used. For details about how to configure the settings, see page 158 "Configuring Region and Language Settings".
 Register/Delete License	Register/Delete License	Adds or deletes a remote license. This setting is necessary to use the remote whiteboard. For details about how to add or delete a remote license, see page 159 "Adding or Deleting Your Remote License".
 System Update	- *1	Updates the system to the latest version. Alternatively it is used to update or install the driver. For details about how to update the system, see page 184 "Updating Your System".

Icons displayed on this machine	Items on the Web page	Behavior
 Added Data Management	Added Data Management	Imports or exports the Email Address Book, Contact List, Shared Folder List, or Template. • For details about how to add or export the Email Address Book, see page 167 "Managing an Email Address Book". • For details about how to add or export the Contact List, see page 163 "Managing a Remote Contact List". • For details about how to add or export the Shared Folder List, see page 171 "Managing a Shared Folder List". • For details about how to import or export the Template, see page 176 "Managing a Template".
 Export Device Configuration	Device Configuration Management	Exports and then backs up the information set in Administrator Settings to a USB flash memory device. For details about how to back up the machine configuration, see page 204 "Restoring Configuration Settings".
 Import Device Configuration		Imports and then restores the exported Administrator Settings information from a USB flash memory device. For details about how to restore the machine configuration, see page 203 "Performing a Configuration Settings Backup".
 Log Collection	Log Download	Records the start times and errors in a file. The log file can be saved as follows: • Save to a USB flash memory device • Send by e-mail For details about the information saved in a log file or how to save the file, see page 181 "Collecting Logs".
 Initialize to Factory Defaults	- *1	Resets the information configured in Administrator Settings to the factory default values. For details about how to reset the information, see page 210 "Restoring the Factory Default Settings".

Icons displayed on this machine	Items on the Web page	Behavior
 Change Administrator Password	Change Administrator Password *2	You can change the administrator password. Enter the current password together with the new password to change the password.
-	Advanced Settings	You can upload a root certificate. You can also download a root certificate that is installed on the machine. For details about how to upload or download a root certificate, see page 196 "Uploading and Downloading a Root Certificate".
 Display Touch Keyboard	- *1	Displays the touch keyboard. This keyboard is used to enter text, such as an e-mail address or password.
 Wireless Network Settings	- *1 *3	Configures the wireless network. It also displays the MAC address of the device. For details about how to configure the settings, see page 155 "Configuring Wireless Network Settings".
 Device Management	- *1 *3	Adds or deletes a device connected via Bluetooth. This icon is displayed only when [Enable Bluetooth Device Connection] on the System Settings screen is selected. For details about how to add a device, see page 201 "Managing Devices Connected via Bluetooth".

*1 This item cannot be displayed from the machine's Web page.

*2 The initial password ("admin") cannot be specified from the Web page of the machine. The new password becomes valid after the machine is restarted.

*3 This item is only displayed on some models.

Adjusting Touch Sensor Positions

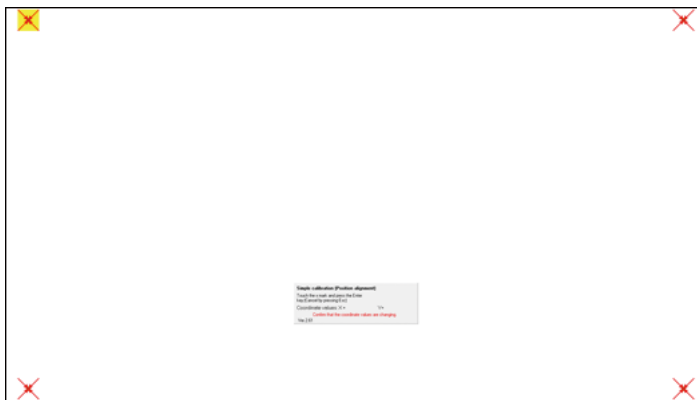
If the position detected when the screen is touched by the pen is out of place, you can adjust the touch sensor position.

★ Important

- This function is only available on RICOH Interactive Whiteboard D5510.

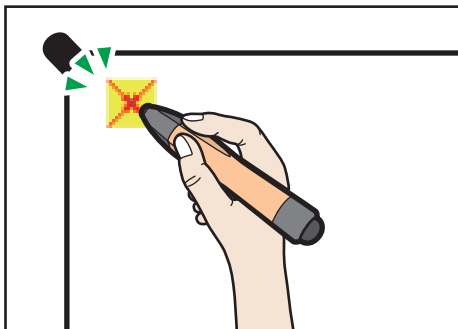
1. Touch , the Adjust Touch Sensor Position icon, in General Settings.

A screen for sensor adjustment is displayed on the entire display screen.



2. Touch each highlighted area in turn to configure the position of the touch sensor.

The highlighted area to be touched moves from the upper left to the lower left, lower right, and then upper right.



CUE199

When the last area is completed, a message appears.

When ten seconds have elapsed after the message appears, [OK] is automatically selected and the adjustment is finished.

3. Touch [OK].

Adjustment is carried out.

Adjusting the Touch Sensor Sensitivity

If you experience problems drawing strokes or markers, you can adjust the sensitivity of the touch sensor.

Important

- This function is only available on RICOH Interactive Whiteboard D5510.
- Do not touch the screen with the pen while adjusting the sensitivity of the touch sensor.

1. Touch , the Touch Sensor Sensitivity Adjustment icon, in General Settings.
2. Check the message that appears, and then touch [OK].
3. When adjustment is finished, touch [Close].

Configuring Network Settings

You can configure the following settings on the "Network Settings" window in Administrator Settings.

When the configuration is complete, the machine automatically restarts.

Item	Description	Initial value
Network Auto Settings ^{*3}	Specify whether or not to configure the Network Settings automatically. If you clear this check box, specify the following settings: • IP Address • Subnet Mask • Default Gateway	Selected
DNS Auto Settings ^{*3}	Specify whether or not to configure the DNS server settings automatically. If you clear this check box, specify the following settings: • Preferred DNS Server • Alternate DNS Server	Selected
Proxy Server Settings ^{*1}	Specify whether or not to configure the proxy server manually. Enter the following: • Address • Port Number • User Name • Password A user name and password can be entered only when proxy user authentication is specified.	Not selected
Ethernet Rate ^{*3}	Selects an Ethernet speed.	Auto Settings
MAC Address ^{*3}	Indicates the MAC address of the wired LAN adapter.	-

Item	Description	Initial value
Use Public Address Book Function ^{*2}	Specifies whether or not to use a public address book (Active Director / LDAP server address). When this check box is selected, enter the following items to access a public address book: • Active Directory/LDAP Server • User Name • Password • Base DN Also enter associated attribute names as follows: • User Name • Email Address • Department Name • Phonetic Names	Not selected
Download Public Address Book and Search ^{*2}	Specifies whether or not to download a public address book when the whiteboard starts. When this check box is selected, items in the public address book will be updated every time the whiteboard starts. When this check box is cleared, the whiteboard accesses the public address book on the server and perform a search.	Selected

*1 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Use the proxy server].

*2 Displayed only when configured from the Web page of the machine.

*3 Only applied on the wired LAN.

Note

- Dynamic DNS is not supported. If "Network Auto Settings" is selected, the IP address is obtained automatically, but the host name is not set.
- The public address book of this machine is updated when the machine starts up.
- The public address book of this machine is erased when the function is disabled.

Configuring Wireless Network Settings

You can configure the following settings on the "Wireless Network Settings" window in Administrator Settings.

When the configuration is complete, touch [Save settings by restarting]. The machine restarts automatically.

★ Important

- This function is only available on RICOH Interactive Whiteboard D5520/D6500/D6510/D7500/D8400.

↓ Note

- For details about how to configure a wireless network, see Help on your computer and the manual of the device to be connected.

Item	Description	Initial value
Connect to access point etc.	Configures the settings to connect to a network node such as the access point. Touch [Connect to access point etc.] to display the list of access points that can be connected. From the list, select the network name (SSID) to which to connect, and then enter the network security key to connect to the access point. If the network name (SSID) of the access point you want to connect to is not found on the list, touch [Manually connect wireless network] to open the configuration screen, and manually configure the wireless network.	-

Item	Description	Initial value
Manually connect wireless network	Manually adds a wireless network configuration. To add a setting, touch [Manually connect wireless network] to open the configuration screen, and enter the following information of the access point to connect: • Network name • Security type • Encryption type • Security Key Also, select the following settings if necessary: • [Start this connection automatically] • [Connect even if the network is not broadcasting]	-
MAC Address	The MAC address of the wireless LAN adapter is displayed.	-
Delete All Wireless Network Settings	Delete all the information about access points that is registered to the machine.	-

Setting the Date and Time

You can change the settings of the date and time or the time zone on the "Set Date/Time" window in Administrator Settings.

Note

- If you select the link for time setting, Internet Explorer may open. If Internet Explorer opens, close it.

Configuring Region and Language Settings

You can configure the following settings on each tab of "Region and Language" window in Administrator Settings.

Depending on the machine model you are using, you may need to touch [Region] or [Language] in the [Region and Languages] dialog box to display the following tab or screen.

[Formats] tab

Specify the language you want to use to display the information such as date or time.

[Location] tab

Specify the current region.

[Keyboards and Languages] tab ^{*1}

Specify the keyboard language and the text display language you want to use.

[Change your language preference] configuration screen ^{*1}

Specify the keyboard language and text display language you want to use.

Use the following procedure to select the language to use:

1. From the list, select the language you want to use.
2. Touch [Move up] to move the language you want to use to the top of the list.
3. Close the window.

[Administrative] tab

Specify the language you want to use to display a text from a program that does not support Unicode.

^{*1} This item is not displayed on some models.

Note

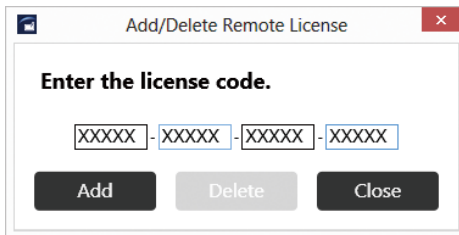
- If you select the link for language setting, Internet Explorer may open. If Internet Explorer opens, close it.
- After you finish changing the settings, the login screen may appear. In such case, quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine.
- If you use [Change system locale] in the [Administrative] tab to change the locale, a message is displayed which asks whether to shut down the system. When you close the message, the system restarts. If you want to change the region or language, we recommend using [Change system locale] after completing the other changes.
- From the Web page of the machine, you can specify [Current Location] and [Display Language].

Adding or Deleting Your Remote License

This section explains how to enable the remote whiteboard session by adding a license code of Remote License, which is an external option.

Adding Your Remote License

1. Touch , the Register/Delete License icon, in Administrator Settings.
2. Touch [Change] of "Remote Whiteboard"
3. Display the touch keyboard and enter your license code.



The method to display the touch keyboard varies depending on the machine. It may take approximately 2 seconds until the touch keyboard is displayed.

- If the [Software Keyboard] icon is displayed on the desktop, touch this icon twice quickly.
- If the [Software Keyboard] icon is not displayed on the desktop, use the pen nib to move the point to the upper left corner of the display and touch the frame that appears.

The license code is not case-sensitive. You can enter the license code in either uppercase or lowercase.

4. Touch [Add].

When your license code is authenticated, a completion message appears.

If the entered license code is incorrect, an error message appears. Check the license code and enter the correct one.

5. Touch [OK].

After the registration is complete, close the administrator settings screen, start the main screen of the machine, and then check that [Open] and [Join] in the remote Whiteboard submenu that appears when you touch the  Sharing icon are enabled.

Deleting a Remote License

1. Touch , the Register/Delete License icon, in Administrator Settings.
2. Touch [Change] of "Remote Whiteboard"

3. Touch [Delete].

4. Touch [OK] in the message that appears.

[Open] and [Join] in the remote Whiteboard submenu that appears by touching the  Sharing icon are disabled.

5. Touch [OK].

↓ Note

- To register or delete a remote license from the Web page of the whiteboard, click [Register/Delete License] in Administrator Settings. For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".

Configuring SMTP Server Settings

You can configure the following settings of the SMTP Server on the "Email Settings" window in Administrator Settings.

Item	Description	Initial value
Address ^{*1}	Enter the address of the SMTP server. You can also enter the host name. When you enter the host name, you must configure the DNS server settings.	-
Port Number ^{*2}	Enter the port number for SMTP.	25
Sender Email Address	Specify the e-mail address of the sender. If you are using RICOH Streamline NX -based authentication and [Use the authentication information] is selected for [Sender Email Address when Email Sending Function] in the [User Authentication Settings], the e-mail address of the logged-in user is used as the sender e-mail address.	-
Require Authentication	Specify whether or not SMTP server authentication is required. If you select this check box, enter the account and password for the SMTP server.	Not selected
Security	Specify whether or not to encrypt e-mails destined for the SMTP server with STARTTLS.	Not selected
Set the max size for attached files	Specify whether or not to split an attached file to be sent. If you select this check box, specify the upper limit for the size of an attached file.	Selected (5MB)

*1 When the machine settings are being configured from the Web page of the machine, this item is displayed as [SMTP Server Address].

*2 When the machine settings are being configured from the Web page of the machine, this item is displayed as [SMTP Server Port Number].

Note

- Windows CAL might be required to use the Windows server functionality on the SMTP server. For details about the Windows CAL license, see the Microsoft home page.

Settings for Using the Mail to Print Function

When using the Mail to Print function, select "Set the max size for attached files", and then specify the maximum file size.

The maximum file size set on the machine should be at least 1.4 times smaller than the maximum size of incoming mail sent to the destination device.

- If the maximum incoming mail size on the destination device is 2 MB, then the maximum file size set on the machine should be 1 MB.
- If the maximum file size set on the machine is 5 MB, then the maximum size of incoming mail sent to the destination device should be set to 7 MB or larger.

Note

- For details about Mail to Print, see page 66 "Printing pages by specifying the multifunction printer (Mail to Print function)".

Managing a Remote Contact List

A contact list contains the names and addresses of the devices using remote whiteboard. After a contact list has been added, you can select a host whiteboard from the list.

To add or change a contact list, export the list first, and then make changes and save the list. Finally, register the list again.

⚠ CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Creating a Remote Contact List

Use a text editor, spreadsheet software, or other similar application to create a contact list.

1. In the first row, enter the label for each column. In the second and subsequent rows, enter the corresponding information for each host whiteboard you want to register to the contact list.

Up to 1,000 entries can be added from the second line.

name	Tab	address	Tab	group
name01	Tab	XXX.XXX.XX.X	Tab	group01
name02	Tab	XXX.XXX.XX.XX	Tab	group01
name03	Tab	XXX.XXX.XX.XX	Tab	group02
name04	Tab	XXX.XXX.XX.XXX	Tab	group02

1. Label row

Enter "name", "address", and "group" by separating them with a tab.

2. Name column

Enter the name of the host whiteboard. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

3. Address column

Enter the IP address or host name of the host whiteboard. If you omit even one of the IP addresses or host names, the contact list is not added.

- An IP address must consist of four sets of numbers, each set separated by a period (.). The numbers must be decimal numbers between 0 and 255.
- The host name must contain 1 to 255 characters. The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: - .

4. Group column

Enter the group name of the host whiteboard. When you enter a group name, you can sort or filter the rows by group. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

2. Save the file.

- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with tab-separated values.
- There are different character encodings for Unicode. If the file is saved as a non-Unicode little endian file, the file cannot be used. The screen which allows you to choose the format used to save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
• Unicode • Unicode text • Unicode little endian • UTF-16LE	• Unicode big endian • UTF-16BE • UTF-8

Sample contact list

Using a text editor such as Notepad to create a contact list

1

2

3

4

name

Tab

address

Tab

group

MTG_ROOM01

Tab

111.22.33.44

Tab

TOKYO

MTG_ROOM02

Tab

111.22.33.55

Tab

TOKYO

Projector

Tab

IK_PROJECTOR

Tab

RICOH

Tab

123.45.67.89

Tab

DEC002

Using spreadsheet software such as Excel to create a contact list

	name	address	group
1 —	MTG_ROOM01	111.22.33.44	TOKYO
2 —	MTG_ROOM02	111.22.33.55	TOKYO
3 —	Projector	IK_PROJECTOR	RICOH
4 —		123.45.67.89	

DEC008

1. First entry (2nd row)

The host whiteboard with an IP address of "111.22.33.44" is registered.

- Name column: The entry is named "MTG_ROOM01".
- Address column: "111.22.33.44" is entered.
- Group column: The entry is included in the group "TOKYO".

2. Second entry (3rd row)

The host whiteboard with an IP address of "111.22.33.55" is registered.

- Name column: The entry is named "MTG_ROOM02".
- Address column: "111.22.33.55" is entered.
- Group column: The entry is included in the group "TOKYO".

3. Third entry (4th row)

The host whiteboard with the host name "IK_PROJECTOR" is registered.

- Name column: The entry is named "Projector".
- Address column: "IK_PROJECTOR" is entered.
- Group column: The entry is included in the group "RICOH".

4. Fourth entry (5th row)

The host whiteboard with an IP address of "123.45.67.89" is registered.

- Name column: The entry is not named.
- Address column: "123.45.67.89" is entered.
- Group column: The entry is not included in a group.

Adding a Remote Contact List

★ Important

- When the import is complete, the contact list is overwritten.
1. Create a contact list in the root directory (the topmost directory) of a USB flash memory.
 2. Insert the USB flash memory device containing the contact list into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

3. Touch , the Added Data Management icon, in Administrator Settings.

When adding the contact list from the Web page of the machine, click [Added Data Management] in Administrator Settings.

4. Touch [Import] of "Contact List".

When registering the contact list from the Web page of the machine, click [Upload].

5. Select the saved contact list.

6. Touch [OK].

Import of the contact list begins. When the import is complete, a message is displayed.

7. Touch [OK].

Exporting a Remote Contact List

1. Insert a USB flash memory device into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

2. Touch , the Added Data Management icon, in Administrator Settings.

When exporting the contact list from the Web page of the machine, click [Added Data Management] in Administrator Settings.

3. Touch [Export] of "Contact List".

Export of the contact list begins. When the export is complete, a message is displayed.

When registering the contact list from the Web page of the machine, click [Download].

4. Touch [OK].

Managing an Email Address Book

If an email address book is added, you can select a destination e-mail address from the added email address book when saving and sending pages.

⚠ CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Creating an Email Address Book

Use a text editor, spreadsheet software, or other similar application to create an email address book.

1. In the first row, enter the label for each column. In the second and subsequent rows, enter the corresponding information for each e-mail address you want to register to the email address book.

Up to 1,000 entries can be added from the second line.

name	Tab	address	Tab	group
name01	Tab	xxxx@xxxxxx.com	Tab	group01
name02	Tab	xxxxxx@xxxxxx.com	Tab	group01
name03	Tab	xxx@xxxx.com	Tab	group02
name04	Tab	xxxxx@xxxx.com	Tab	group02

1. Label row

Enter "name", "address", and "group" by separating them with a tab.

2. Name column

Enter the name of the e-mail address. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

3. Address column

Enter the e-mail address. If you omit even one of the e-mail addresses, the email address book is not added.

The e-mail address must contain 1 to 255 characters. The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: ! # \$ % & ' * + - . / = ? @ ^ _ ` { | } ~

4. Group column

Enter the group name of the e-mail address. When you enter a group name, you can sort or filter the rows by group. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

2. Save the file.

- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with tab-separated values.
- There are different character encodings for Unicode. If the file is saved as a non-Unicode little endian file, the file cannot be used. The screen which allows you to choose the format used to save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
• Unicode • Unicode text • Unicode little endian • UTF-16LE	• Unicode big endian • UTF-16BE • UTF-8

Sample email address book

8

Using a text editor such as Notepad to create an email address book

1 —

2 —

3 —

4 —

name

Tab

address

Tab

group

User001

Tab

name1@mail.com

Tab

TOKYO

User002

Tab

name2@mail.com

Tab

TOKYO

User003

Tab

name3@mail.com

Tab

RICOH

Tab

guest@mail.co.jp

Tab

DEC003

Using spreadsheet software such as Excel to create an email address book

1 —

2 —

3 —

4 —

name	address	group
User001	name1@mail.com	TOKYO
User002	name2@mail.com	TOKYO
User003	name3@mail.com	RICOH
	guest@mail.co.jp	

DEC009

1. First entry (2nd row)

The e-mail address "name1@mail.com" is registered.

- Name column: The entry is named "User001".
- Address column: "name1@mail.com" is entered.
- Group column: The entry is included in the group "TOKYO".

2. Second entry (3rd row)

The e-mail address "name2@mail.com" is registered.

- Name column: The entry is named "User002".
- Address column: "name2@mail.com" is entered.
- Group column: The entry is included in the group "TOKYO".

3. Third entry (4th row)

The e-mail address "name3@mail.com" is registered.

- Name column: The entry is named "User003".
- Address column: "name3@mail.com" is entered.
- Group column: The entry is included in the group "RICOH".

4. Fourth entry (5th row)

The e-mail address "guest@mail.co.jp" is registered.

- Name column: The entry is not named.
- Address column: "guest@mail.co.jp" is entered.
- Group column: The entry is not included in a group.

Adding an Email Address Book

1. **Create an email address book in the root directory (the topmost directory) of a USB flash memory device.**
2. **Insert the USB flash memory device containing the email address book into a USB port.**

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

3. Touch , the Added Data Management icon, in Administrator Settings.
4. Touch [Import] of "Email Address Book".

When registering the contact list from the Web page of the machine, click [Upload].

5. **Select the saved email address book.**
6. Touch [OK].

Import of the email address book begins. When the import is complete, a message is displayed.

7. Touch [OK].

Exporting an Email Address Book

1. Insert a USB flash memory device into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

2. Touch , the Added Data Management icon, in Administrator Settings.

3. Touch [Export] of "Email Address Book".

When registering the contact list from the Web page of the machine, click [Download].

Export of the email address book begins. When the export is complete, a message is displayed.

4. Touch [OK].

Managing a Shared Folder List

If a shared folder list is added, you can select a shared folder from the added shared folder list when saving pages and importing a file.

⚠ CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

★ Important

- Shared folders only support CIFS format. They do not support SMB or NTFS format.

↓ Note

- Windows CAL might be required to use the Windows server functionality on the shared folder. For details about the Windows CAL license, see the Microsoft home page.
- The machine cannot join a domain. To access a folder that is under control of a domain, specify a user name that is allowed to participate in the domain (User Principal Name in the format of "User Name" @ "FQDN domain name", for example, or configure other settings to allow access to the folder from outside the domain.) This machine conforms to the specifications for accessing shared folders set by Microsoft. For details, see the Microsoft web site.

Creating a Shared Folder List

Use a text editor, spreadsheet software, or other similar application to create a shared folder list.

1. In the first row, enter the label for each column. In the second row, enter the corresponding information for each shared folder you want to register to the shared folder list.

Up to 20 entries can be added from the second line.

1	name	Tab	path	Tab	user	Tab	password	Tab	readable	Tab	writable
	folder name01	Tab	path1	Tab	user01	Tab	password	Tab	true	Tab	true
	folder name02	Tab	path2	Tab	user02	Tab	password	Tab	true	Tab	false
	folder name03	Tab	path3	Tab	user03	Tab	password	Tab	false	Tab	true
	folder name04	Tab	path4	Tab	user04	Tab	password	Tab	false	Tab	false
	2		3		4		5		6		7

DEC004

1. Label row

Enter "name", "path", "user", "password", "readable", and "writable" by separating them with a tab.

2. Name column

Enter the name of the shared folder. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

3. Path column

Enter the path of the shared folder. If you omit even one of the paths of the shared folder, the shared folder list is not added.

The path of the shared folder must contain 1 to 1024 characters. Enter the path as follows:

\\computer's IP address or host name\shared folder name

To specify the host name, enter its fully qualified domain name (FQDN, e.g. host name.ricoh.co.jp).

4. User column

Enter the user name of the user allowed to access the shared folder. If you omit the name, a blank entry is added.

The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: (space) ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

To specify a shared folder under domain management, enter its UPN (e.g. user name@ricoh.co.jp).

5. Password column

Enter the password of the user allowed to access the shared folder. If you omit the password, a blank entry is added.

The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: (space) ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

6. Readable column

Touch , the Import and Save icon, and then specify whether or not to list the entry in the file list displayed by touching  [Import File]. To include the entry, enter "true". To exclude the entry, enter "false".

7. Writable column

Touch , the Import and Save icon, and then specify whether or not to list the entry in the file list displayed by touching  [Save File]. To include the entry, enter "true". To exclude the entry, enter "false".

2. Save the file.

- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with tab-separated values.

- There are different character encodings for Unicode. If the file is saved as a non-Unicode little endian file, the file cannot be used. The screen which allows you to choose the format used to save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
• Unicode • Unicode text • Unicode little endian • UTF-16LE	• Unicode big endian • UTF-16BE • UTF-8

Sample shared folder list

Using a text editor such as Notepad to create a shared folder list

	name	path	user	password	readable	writable
1	Office_Folder	\\Office-PC.ricoh.co.jp\Folder01	DomainUser@ricoh.co.jp	password123	true	false
2		\\123.45.67.89\PDF_Folder	User001	abc123	false	true
3	Local	\\111.222.33.44\Local			true	true

DMT111

Using spreadsheet software such as Excel to create a shared folder list

	name	path	user	password	readable	writable
1	Office_Folder	\\Office-PC.ricoh.co.jp\Folder01	DomainUser@ricoh.co.jp	password123	true	false
2		\\123.45.67.89\PDF_Folder	User001	abc123	false	true
3	Local	\\111.222.33.44\Local			true	true

DMT112

1. First entry (2nd row)

The shared folder "Folder01" on the computer whose host name is "Office_PC" is registered.

- Name column: The entry is named "Office_Folder".
- Path column: "\\Office-PC.ricoh.co.jp\Folder01" is entered.
- User column: "DomainUser@ricoh.co.jp" is entered.
- Password column: "password123" is entered.
- Readable column: The entry is listed in the file list.
- Writable column: The entry is not listed in the file list.

2. Second entry (3rd row)

The shared folder "PDF_Folder" on the computer whose IP address is "123.45.67.89" is registered.

- Name column: The shared folder is not named.
- Path column: "\\123.45.67.89\PDF_Folder" is entered.
- User column: The user name "User001" is allowed to access the shared folder.
- Password column: The password of the user "User001" is "abc123".
- Readable column: The entry is not listed in the file list.
- Writable column: The entry is listed in the file list.

3. Third entry (4th row)

The shared folder "Local" on the computer whose IP address is "111.222.33.44" is registered.

- Name column: The entry is named "Local".
- Path column: "\\111.222.33.44\Local" is entered.
- User column: No user name
- Password column: No password
- Readable column: The entry is listed in the file list.
- Writable column: The entry is listed in the file list.

Importing a Shared Folder List

★ Important

- When the import is complete, the shared folder list is overwritten.

1. Create a shared folder list in the root directory (the topmost directory) of a USB flash memory device.

2. Insert the USB flash memory device containing the shared folder list into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

3. Touch , the Added Data Management icon, in Administrator Settings.

4. Touch [Import] in "Shared Folder".

When registering the contact list from the Web page of the machine, click [Upload] in "Shared Folder List".

5. Select the saved shared folder list.

6. Touch [OK].

Import of the shared folder list begins. When the import is complete, a message is displayed.

If an error occurs while the shared folder list is imported, a report will be sent to the USB flash memory device when you touch [Output Report] on the error message window.

7. Touch [OK].

Performing a Connection Test on a Shared Folder

After importing the shared folder list, you can perform a connection test on the shared folder.

1. Touch , the Added Data Management icon, in Administrator Settings.
2. Touch [Connection Test] in "Shared Folder".

The connection test begins. If an error occurs during the connection test, a report will be sent to the USB flash memory device when you touch [Output Report].

3. Touch [OK].

Note

- You can stop a connection test while it is performed.

Exporting a Shared Folder List

1. Insert a USB flash memory device into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

2. Touch , the Added Data Management icon, in Administrator Settings.
3. Touch [Export] in "Shared Folder".

When registering the contact list from the Web page of the machine, click [Download] in "Shared Folder List".

Export of the shared folder list begins. When the export is complete, a message is displayed.

4. Touch [OK].

Managing a Template

You can import or export an image file that you want to use as a template. Also, you can configure the default screen of the whiteboard from the list of the template after importing it.

⚠ CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Creating a Template File

Create image files and a list of template files and compress them.

1. Create an image file as a template and save it.

You can add up to 20 image files can be added to the machine as templates.

Save the image file with the following settings:

- File name: any name
- File extension: JPG or PNG
- File size: 40 MB
- Recommended resolution: 1920 × 1080 px (FHD)

2. Open a text editor, spreadsheet software or other similar application.

3. Enter the corresponding information for each template file in the following format:

1	file name	Tab	display name
	image file name 01	Tab	displayed file name 01
	image file name 02	Tab	displayed file name 02
	image file name 03	Tab	displayed file name 03
	image file name 04	Tab	displayed file name 04
	2		3

DTW470

1. Label row

Enter "file name" and "display name" by separating them with a tab.

2. Image file name column

Enter the name of the image file you want to register to the machine as a template. Enter the file name with its extension.

3. Displayed file name column

Enter the name that is displayed on the setting screen. The number of characters must be 255 or less. If you do not enter a name, the current name of the image file is displayed.

4. Save the list.

- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with tab-separated values.
- There are different character encodings for Unicode. If the file is saved as a non-Unicode little endian file, the file cannot be used. The screen which allows you to choose the format used to save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
• Unicode • Unicode text • Unicode little endian • UTF-16LE	• Unicode big endian • UTF-16BE • UTF-8

5. Save the template file list and the image files in the same folder.

You can specify any name for a folder.

6. Zip the folder.

Sample template file list

Using a text editor such as Notepad to create a template file list

	file name	Tab	display name
1	Image 01.jpg	Tab	image 01
2	Image 02.jpg	Tab	xxxxxx
3	Calendar.png	Tab	month 01
4	RICOH.png	Tab	

DVH054

Using spreadsheet software such as Excel to create a template file list

	file name	display name
1	Image 01.jpg	image 01
2	Image 02.jpg	xxxxxx
3	Calendar.png	month 01
4	RICOH.png	

DVH055

1. First entry (2nd row)

The image file name "Image 01" is registered to the machine and displayed on the screen as "image 01".

- Image file name column: "Image 01" is entered.
- Displayed file name column: "image 01" is entered.

2. Second entry (3rd row)

The image file name "Image 02" is registered to the machine and displayed on the screen as "xxxxxx".

- Image file name column: "Image 02" is entered.
- Displayed file name column: "xxxxxx" is entered.

3. Third entry (4th row)

The image file name "Calendar" is registered to the machine and displayed on the screen as "month 01".

- Image file name column: "Calendar" is entered.
- Displayed file name column: "month 01" is entered.

4. Fourth entry (5th row)

The image file name "RICOH" is registered to the machine and displayed on the screen as "RICOH".

- Image file name column: "RICOH" is entered.
- Displayed file name column: No character is entered.

Importing a Template

★ Important

- The existing template file is overwritten when you import a new template file.

1. Save a template file in the root directory (the topmost directory) of a USB flash memory device.
2. Insert the USB flash memory device containing the template file into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

3. Touch , the Added Data Management icon, in Administrator Settings.

4. Touch [Import] in "Template".

Click [Upload] when importing the template from the Web page.

5. Select the zip file you want to import.**6. Touch [OK].**

The selected template is imported to the machine.

7. Touch [OK].

Exporting a Template

1. Insert a USB flash memory device into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

2. Touch , the Added Data Management icon, in Administrator Settings.**3. Touch [Export] in "Template".**

Click [Download] when importing the template from the Web page.

4. Touch [OK].

The compressed file uploaded to the machine is downloaded.

The 6 templates that are built into the machine are not exported.

Displaying the Template when the Interactive Whiteboard Starts

If you import a template as a default screen for the whiteboard, the template is displayed when the whiteboard starts. Also, the default screen is displayed if you add a new blank page.

1. Touch , the Added Data Management icon, in Administrator Settings.**2. From the list of templates, select the template you want to configure as the default screen.**

- 8 template images per 1 page are displayed on the list. The maximum number of template images is 26.
- Priority is given to the template images in the following order:
 - Whiteboard screen
 - 6 templates that are built into the machine
 - Template images that you import
- You can configure the default screen even if no images have been imported as a template. In this case, the initial value of the default screen is the whiteboard screen.

 Note

- If image files with resolutions smaller than the recommended value are imported, an enlarged image is displayed on the screen at the fixed aspect ratio. Also, if image files with resolutions larger than the recommended value are imported, a reduced image is displayed on the screen at the fixed aspect ratio.
- If you do not configure a default screen, the whiteboard screen is used as the default screen.

Collecting Logs

CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Important

- **The log that is collected by this function is for troubleshooting purposes only and is not needed under normal conditions.**

There are the following two types of logs:

- Dedicated problem analysis log

This is a log for problem analysis. It is only used when a problem occurs.

- Event Log

This is a log for the user administrator. It can only be downloaded from the Web page of the machine.

For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".

The information that is saved in the collection of logs is as follows:

- Dedicated problem analysis log
 - Start time
 - End time
 - Screen operations
 - Information of error occurrences
 - Page saved times
 - Page saving destination information
 - Remote whiteboard start time
 - Remote whiteboard end time
 - Remote whiteboard participation information
- Event Log
 - Machine startup time
 - Machine shutdown time
 - Remote whiteboard open time
 - Remote whiteboard end time
 - Remote whiteboard participation information

- Information about sent e-mail
- Print information
- User authentication log (if RICOH Streamline NX is used)
- Information about what operations have been performed by clicking the menu buttons associated with the application linking function

Saving the Log to a USB Flash Memory Device

★ Important

- To download the log from the Web page of the machine, click [Log Download] in Administrator Settings.

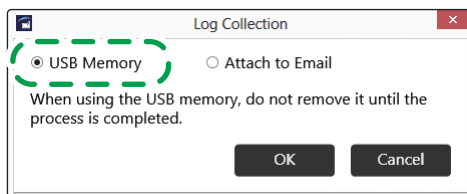
1. Insert a USB flash memory device into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

2. Display Administrator Settings, and then touch , the Log Collection icon.

3. Select "USB Memory".



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4. Touch [OK].

The log is saved to the root directory (the topmost directory) of the USB flash memory device.

5. Touch [OK].

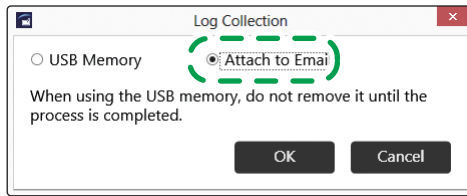
Attaching the Log to E-mail

★ Important

- Logs can be sent via e-mail only from the whiteboard.

You must first configure the network and SMTP server settings to send a log by e-mail. For details about how to configure the Network Settings, see page 153 "Configuring Network Settings". For details about how to configure the SMTP Server Settings, see page 161 "Configuring SMTP Server Settings".

1. Display Administrator Settings, and then touch , the Log Collection icon.

2. Select "Attach to Email".

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3. Touch [OK].**4. Enter the destination e-mail address.****5. Touch [Send].****6. Touch [OK].****Note**

- If the amount of log information exceeds 10 MB, it is automatically split into multiple files. The maximum file size is 10 MB.

Updating Your System

You can update the system version by touching , the System Update icon, in Administrator Settings.

CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Important

- Do not turn off the main unit power while the system update is in progress.
- If the system is updated after the version is downgraded, the settings may be changed.
- You can download the driver for a wide format multifunction printer or inkjet printer from the RICOH website and install on the machine as you download the firmware. For the installation procedure, see the installation guide that is included in the compressed file to be downloaded.
- When updating the driver, use the USB memory where the system files for update are stored. For details, see page 184 "Updating the System Using a USB Flash Memory Device".

The system can be updated as follows:

[Update from Network]

Checks and updates the latest version of the system via a network.

About 5 minutes after Ricoh Interactive Whiteboard starts, the latest firmware is checked and downloaded.

The system is not updated immediately but at the next startup.

For the settings required for updating the system via a network, see page 186 "Changing the System Settings".

[Update from USB Memory]

Uses a system file saved in a USB flash memory device to update the system.

For the settings required for updating the system using a USB flash memory device, see page 184 "Updating the System Using a USB Flash Memory Device".

Updating the System Using a USB Flash Memory Device

Insert a USB flash memory device which contains the firmware, and then update the system manually. The firmware can be downloaded from the Ricoh website.

1. **Save the downloaded firmware to your computer, and then decompress the file.**

2. **Select the system file that is created, and then copy and save the file to the root directory (the topmost directory) of a USB flash memory device.**

The file name is "RIWB_Version.zip". For example, if the system version is 1.2.3.1, the file name will be "RIWB_1.2.3.1.zip".

3. **Insert the USB flash memory device containing the saved system file into the USB ports on the side of the display.**

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

4. **Touch , the System Update icon, in Administrator Settings.**

5. **Select the system file, and then touch [OK].**

6. **Touch [OK].**

Interactive Whiteboard starts updating the system. When the update is finished, Interactive Whiteboard will restart automatically.

Changing the System Settings

You can configure the following settings on the "System Settings" window in Administrator Settings.

Item	Description	Initial value
Whiteboard Location Name	To change the name, touch [Change]. Specifies the name of the location where the machine is installed. The location name can consist of a string of 0 to 255 characters.	Blank
Update system from network on startup	Specify whether or not to automatically update the system when the whiteboard starts.	Selected
Check the Latest Version	Touch [Check the Latest Version] to check if a newer version of the system is available for update on the network.	-
Display confirmation dialog box before system update	Specify whether or not to show a confirmation message before updating when [Update system from network on startup] is selected.	Selected
Auto Shutdown Time	Specifies the time interval before the machine automatically shuts down. If no operations are performed on the screen, the machine will shut down automatically when the set time interval elapses.	5 hour(s)
Auto Restart Time	Specifies the time at which the machine automatically restarts. If the setting is configured on the machine's Web page, the setting becomes valid when the machine restarts. Auto restart occurs when the machine is in standby mode. If [Auto Standby Time] is set to [No], the machine will not be automatically restarted even if [Auto Restart Time] is set.	4:00

Item	Description	Initial value
Auto Standby Time	Specifies the time interval before the machine automatically enters standby mode. If no screens or images from the connected devices are displayed on the machine, and if no operations are performed on the screen that is displayed, the machine will enter standby mode automatically when the set time interval elapses.	30 minute(s)
Image Quality on Remote Whiteboard *1	Specifies the image quality (five levels) of the pages sent from participating devices when hosting a remote whiteboard session. Scanned pages or images input on the machine are always displayed in the highest quality. Scanned pages or images input on other devices are displayed as specified on the host whiteboard.	Standard Image Quality
Use Temporary Save Function *4	Specifies whether or not to use the temporary save function for pages. If you do not want to use the function, clear this check box.	Selected
Save Period	Specifies the save period when the "Use the temporary save function" check box is selected.	14 day(s)
Check the import of temporarily saved files on starting the whiteboard	Can be set when the "Use the temporary save function" check box is selected. Using this function allows you to specify whether to check if the temporarily saved files are imported when the machine starts up. If this check box is selected, a message is displayed when the machine starts up. This message asks whether to import temporarily saved files.	Not selected
Darken the color of grid/guide line	Specifies the color density of grid and guide lines. When this setting is specified, the color of the grid and guide lines becomes darker.	Selected

Item	Description	Initial value
Default Whiteboard Detailed Settings	Specifies the default whiteboard detailed settings. For details about each item, see page 141 "Changing the Detailed Settings".	*5
Use RICOH Interactive Whiteboard Client Function *2	Specifies whether or not to use the "RICOH Interactive Whiteboard Client" function to access a remote whiteboard from an iPad, Android tablet, or Windows PC.	Selected
Handwritten Entry with Touch Pen *3	Select this setting to use the handwritten entry mode with touch pen or your fingers. However, you cannot use the marker function with the interactive pen and the bottom of the interactive pen (erase, right-click) if this setting is specified. Also, the recognition accuracy may decrease, or the strokes may become connected when the lines are drawn too fast.	Not selected
Use Crestron Control System *2	Specifies whether or not to use the Crestron function. When this check box is selected, the Crestron function becomes enabled, and you can then enter the IP address, port number, and IP ID of Crestron Control System.	Not selected
Address *2	Specify the IP address or host name (up to 255 characters) of Crestron Control System.	Blank
Port Number *2	Specify the port number (an integer from 0 to 65536) of Crestron Control System.	41794
IP ID *2	Specify the IP ID (an integer between 3 and 254) of Crestron Control System.	3

Item	Description	Initial value
Restore the previous whiteboard on startup	Specify whether or not to retain the whiteboard contents for a specific period of time when the machine is shut down without saving the whiteboard contents. If the machine is turned on again before the specific period of time elapses, its contents will be restored. This function cannot be performed when [Use user authentication function] in Administrator Settings Web page is selected. Also, you cannot change this setting. For details about user authentication settings, see page 194 "Changing User Authentication Settings".	Not selected
Restore Timeout	Specify how long the machine retains its contents after it is shut down.	2 minute(s)
Enable External Application Connection ^{*2}	Specify whether or not to link with applications that are not dedicated to the whiteboard such as RICOH Smart Device Connector. If you select this, you can upload photos, images, and PDFs from the RICOH Interactive Whiteboard Client.	Selected
Authenticate with Password ^{*2}	Can be set when the connection from external applications is enabled. Specify whether or not to use a password to authenticate the applications.	Not selected
Password ^{*2}	Choose 4 or more characters to be used as a password to authenticate external applications.	Blank
Enable Bluetooth Device Connection ^{*3}	Specifies whether or not to use Bluetooth to connect to a device.	Selected
Use Cloud Storage ^{*2}	Specify whether or not to use a cloud storage for saving and accessing data. If you specify this check box, specify [Service to be Used] also.	Not selected
Service to be Used ^{*2}	Select OneDrive, Dropbox, or Google Drive as your cloud storage.	OneDrive

Item	Description	Initial value
Automatic Sign-in ^{*2}	Specify whether or not to use the automatic sign-in function. You can specify this setting when [Use Cloud Storage] is enabled. Enter the sign-in address and password if you have selected the [Automatic Sign-in] check box.	Not selected
Enable HDMI Converter Support Mode	Select this to connect an HDMI converter to the machine. If this setting is disabled and a device is connected to the converter, a black screen is displayed on the machine. If this setting is enabled and a device is connected to the converter, the whiteboard screen is displayed.	Not selected

*1 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Background Image Quality].

*2 Displayed only when configured from the Web page of the machine.

*3 This item is not available on some models.

*4 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Use the temporary save function].

*5 The default setting for each item is as follows:

- [Automatically switches to the external input when the external input display screen has changed]: **Selected**
- [Do not display pen entry operation guidance while displaying external input]: **Not selected**
- [Automatically recognize a click during a handwritten entry on remote PC image]: **Selected**
- [On fair copy entry, only graphics will be fair copied (texts will not be fair copied)]: **Not selected**
- [Automatically aligns the position of the texts and graphics]: **Selected**
- [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)]: **Not selected**
- [Use External Input/Page Switch/Add Page/Image Upload]: **Selected**
- [Handwritten Entry/Deletion/Marker]: **Use Handwritten Entry/Deletion/Marker**

↓ Note

- Pages are temporarily stored without applying meeting codes when the machine enters standby mode. Temporarily stored files with no meeting code applied can be downloaded from the Web

page by entering the administrator password. For details, see page 108 "Managing Temporarily Saved Files".

- Automatic temporary saving is a supplemental feature, and a temporarily stored file may be lost when a forced termination of the machine occurs. To save pages, enter a meeting code for the pages and temporarily save them to the machine, or save them in a shared folder or to a USB flash memory device. For details, see page 53 "Saving Pages".

Changing the Security Settings

You can configure the following settings on the Security Settings screen under the administrator settings:

Item	Description	Initial value
Limit domain of email address	Select this item so that only domains that are specified under [Specify Domain] can be selected as the destination of an outgoing e-mail.	Not selected
Specify Domain * ¹	Up to 100 domain names can be specified when [Limit domain of email address] is enabled. Create a text file (.txt) in the root directory of a USB flash memory device. Enter the label name "Domain" in the first line, and in each following line, enter a domain name using up to 255 characters. Save the file, and then touch [Import] to import the file.	-
Prohibit direct entry of email address	Specifies whether or not to prohibit direct entry of an e-mail address when sending e-mail.	Not selected
Invalidate email address history	Specifies whether or not to disable the record of e-mail addresses that are directly entered.	Not selected
Minimum passcode digits	Specifies the number of digits (from 4 to 10) to be used as a passcode.	4
Specify passcode on starting whiteboard	Specifies whether or not to display the passcode entry screen when starting the whiteboard.	Not selected
Display IP Address, Host Name and Passcode	Specifies whether or not to automatically mask the following information in the upper part of the mail control screen: • Host Name • IP Address • Passcode When [Auto Hide] is selected, the entered passcode is automatically masked one minute after it has been displayed.	Auto Hide
Fix to [Open with Passcode]	Specifies whether or not to require a passcode when starting a remote whiteboard.	Not selected

Item	Description	Initial value
Prohibit direct entry of host whiteboard	Specifies whether or not to prohibit direct address entry when selecting a host whiteboard.	Not selected
Invalidate host whiteboard history	Specifies whether or not to disable the record of direct address entry when selecting a host whiteboard.	Not selected
Enter passcode on connecting	Specifies whether or not to enter a passcode when joining a remote whiteboard session using a Web browser.	Selected
Allow connection only while remote whiteboard is being performed	Specifies whether or not to allow connection from a Web browser while a remote whiteboard is being performed.	Selected
Prohibit usage of USB memory	Prohibits access to a USB flash memory device.	Not selected
Display confirmation dialog box before starting RICOH UCS screen sharing ^{*2}	Specifies whether or not to display a confirmation screen to start RICOH UCS screen sharing upon starting a video conference when a video conferencing device is connected to the machine via USB.	Selected

*1 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Upload Domain Name List].

*2 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Display confirmation dialog box before starting RICOH UCS P3000/P3500 screen sharing].

Changing User Authentication Settings

You can configure the following settings on the User Authentication Settings screen under Administrator Settings:

★ Important

- This setting cannot be configured from the Administrator Settings on the machine. To configure this setting, use the Administrator Settings Web page. For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".

Item	Description	Initial value
Use user authentication function	Specify whether or not to use the RICOH Streamline NX-based authentication function.	Not Selected
Server Address ^{*1*2}	Specify the address of the AAM (Authentication and Accounting Manager) server. Enter the domain name or the IP address of the server (up to 256 characters).	Blank
Port Number ^{*1*2}	Enter the port number of the AAM server (an integer from 1 to 65535). The default port number of the AAM server is 8444.	Blank
Connection Test ^{*1}	Performs the connection test for the authentication server.	-
Upload ^{*1}	Imports the image used as the background on the login screen, if necessary. If any background image has been imported, the image is overwritten.	-
Delete ^{*1*3}	Deletes the imported background image on the login screen.	-
Sender Email Address when Email Sending Function	Specify the e-mail address you use as a sender address, that is, an address related to an IC card used for login or an address specified for [Sender Email Address] in the SMTP Server Settings.	Use the authentication information

*1 This item can be configured if the RICOH Streamline NX-based authentication function is used.

*2 The configured value is not changed when [Use user authentication function] is not selected.

*3 This operation can be executed only when the background image has been imported.

Note

- The image file to be used as the background for the login screen should be a JPEG file of less than 20 MB. If you import an image file from Internet Explorer, there is no file size limit.
- If you click [Upload] or [Delete] without applying the settings, the entered value is not saved when the browser is reloaded.

Uploading and Downloading a Root Certificate

You can upload and download a root certificate on the [Advanced Settings] screen.

★ Important

- You cannot configure this setting from the Administrator Settings on the machine. To configure this setting, use the Administrator Settings Web page. For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".
- You can upload only one root certificate at a time.

Creating a File for Uploading

Create a list of a root certificate and compress it with the certificate.

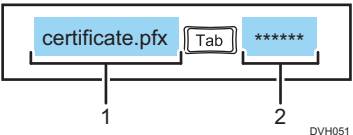
1. Prepare the root certificate you want to upload.

Supported file types are as follows:

- PKCS #7
- PKCS #12
- Base64 Encoded X.509
- DER Encoded Binary X.509

2. Open a text editor, spreadsheet software or other similar application.

3. Enter the corresponding information for the certificate file in the following format:



1. Certificate file name column

Enter the name of the root certificate you want to upload to the machine. Enter the file name with its extension.

2. Password column

If the certificate file needs a password, enter it in this column.

4. Save the list.

- You can specify any name for a file.
- Save the file as a Unicode little-endian text file (.txt) with tab-separated values.
- There are different character encodings for Unicode. If the file is saved as a non-Unicode little-endian file, you cannot use the file. The screen which allows you to choose the format used to save files varies depending on the text editor or spreadsheet software you use.

Unicode little-endian formats	Unsupported formats
• Unicode • Unicode text • Unicode little-endian • UTF-16LE	• Unicode big-endian • UTF-16BE • UTF-8

5. Save the certificate file list and the root certificate in the same folder.

You can specify any name for the folder.

6. Compress the folder.

Uploading the Root Certificate

★ Important

- The existing root certificate is overwritten when you upload a new certificate file.

1. Open Administrator Settings for the Web page of the machine.

For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".

2. Click [Advanced Settings].

3. Click [Upload].

4. Select the compressed file you want to upload.

5. Click [Open].

The root certificate is installed on the machine.

Changing the Print Settings

You can configure the following settings on the "Print Settings" window in Administrator Settings.

When using a printer using Universal Print Driver for this machine, be sure to configure the following settings:

Item	Description	Initial value
Printer Address	Sets the IP address of the printer. You also can enter the host name. If you are using RICOH Streamline NX-based authentication, enter the SPM (Secure Print Manager) server address of the printer.	Blank
Print Authentication	Specifies the type of Print Authentication. "No" Do not authenticate printing. When the settings are being configured from the Web page of the machine, this item is displayed as [Off]. "User Code Authentication" Use a user code for Print Authentication. "User Authentication" Use a user name and password for Print Authentication.	No
User Code	If "User Code Authentication" is selected in "Print Authentication", enter a user code of 0 to 8 digits.	Blank
User Name	If "User Authentication" is selected in "Print Authentication", enter a user name that consists of a character string of 0 to 128 characters.	Blank
Password	If "User Authentication" is selected in "Print Authentication", enter a password that consists of a character string of 0 to 128 characters.	Blank
Encrypt	If "User Authentication" is selected in "Print Authentication", specify whether or not to encrypt the entered information. To encrypt the entered information, select this check box.	Not selected

Item	Description	Initial value
Driver Encryption Key * 1	If "Encrypt" is selected, enter encryption text that consists of a character string of 0 to 32 characters.	Blank
Others	From the "Others" screen, you can open the printer driver properties screen to reconfigure the driver properties. If you are using RICOH Streamline NX-based authentication, you will need to reconfigure your settings appropriately. If the driver properties are configured, the settings become valid when the machine restarts. This setting is available only when the following conditions are met. • A printer driver for a wide format multifunction printer or inkjet printer is installed. • RICOH Streamline NX-based authentication is in use.	Priority printer not selected

* 1 When the machine settings are configured from the Web page of the machine, this item is displayed as [Driver Encryption Key].

Changing the Video Conference Settings

You can configure the following settings from the [Video Conference Settings] screen in Administrator Settings:

 Important

- **Video Conference Settings cannot be configured from Administrator Settings on the machine. To do so, use the Administrator Settings Web page. For details about how to access the Administrator Settings Web page, see page 110 "Opening Administrator Settings".**

Item	Description	Initial value
Use RICOH UCS Function	Specifies whether or not to use the RICOH UCS function.	Not selected
Contact ID	Enter your contact ID used to log in to the RICOH UCS service if the [Use RICOH UCS Function] check box is selected.	Blank
Password	Enter your password used to log in to the RICOH UCS service if the [Use RICOH UCS Function] check box is selected.	Blank
Open Account Settings	Displays RICOH Unified Communication System Settings.	-
Priority Start Screen	If the [Use RICOH UCS Function] check box is selected, select the display screen mode to be applied when the machine is restarted.	Whiteboard

Managing Devices Connected via Bluetooth

You can add or delete a device connected via Bluetooth from the Device Management screen in Administrator Settings.

When adding or deleting devices, place the Bluetooth adapter in the designated location. To insert a Bluetooth receiver, see [Read This First](#).

Adding a device

★ Important

- Before adding a device, turn the device on to prepare it for Bluetooth connection.

1. Touch , the Device Management icon, in Administrator Settings.
2. Touch [Device Management].
3. Touch [Add a device] on the "Devices and Printers" window.

A list of devices that can be added is displayed.

4. Select the device to be connected, and then touch [Next].

The added device is displayed in [Devices and Printers].

Deleting a device

1. Touch , the Device Management icon, in Administrator Settings.
2. Touch [Device Management].
3. Select the device to be deleted on the "Devices and Printers" window.
4. Touch [Remove device].
5. Touch [OK].

Managing the Device Settings

You can export and back up the information set in Administrator Settings. If a problem occurs, you can import the backup file again to return the settings to their previous states.

You can also synchronize the settings of multiple whiteboards at remote locations using the setting information of a single whiteboard.

CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Important

- Do not edit an exported configuration file. If an edited configuration file is imported, the system will not work correctly.
- Do not change the file name of an exported configuration file. A configuration file whose name has been changed cannot be restored.
- Do not remove a USB flash memory device while backing up or restoring a configuration file.

The following settings information can be backed up:

- Display color profile ^{*2}
- Network Settings
- Set Date/Time
- Region and Language
- Email Settings
- Video Conference Settings
- Email Address Book ^{*1}
- Contact List ^{*1}
- Shared Folder List
- Template
- System Settings
- Security Settings
- Print Settings
- Version Information

^{*1} No history can be backed up.

^{*2} This setting is not available on some models.

The following setting information that is specific to each device cannot be synchronized:

- System Settings

- Whiteboard Location Name
- Network Settings
 - Network Auto Settings
 - IP Address
 - Subnet Mask
 - Default Gateway
- Wireless Network Settings
- Video Conference Settings
- Remote License
- Administrator Password
- Display color profile
- Device Configuration Management
 - Use Synchronous Function on Device Configuration
 - Whiteboard Address of Synchronization Source
 - Administrator Password of Synchronization Source Whiteboard
- Version Information

Performing a Configuration Settings Backup

8

The configuration settings can be backed up using the Web page of the machine or the Administrator Settings of the main unit.

When backing up the settings from the Web page of the machine, click [Device Configuration Management] > [Download], and then specify how to save the file on the computer and the destination.

When backing up the settings in the Administrator Settings, use the following procedure:

1. Touch , the **Export Device Configuration** icon, in **Administrator Settings**.

A confirmation message appears.

2. **Insert a USB flash memory device into a USB port.**

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

3. **In response to the message that appears, touch [OK].**

The backup begins. The configuration information is exported to the USB flash memory device.

When the backup is complete, the name of the exported file is displayed. The exported file name is in the format "iwb-settings-system version-date-time.zip". For example, if your system version is

1.0.0.0 and the file is exported at 04:56:07 on January 23, 2013, the file name is "iwb-settings-1.0.0.0-20130123-045607.zip".

4. Touch [OK].

Note

- The exported configuration file is protected by a password. It cannot be extended.

Restoring Configuration Settings

The configuration settings can be restored using the Web page of the machine or the Administrator Settings of the main unit.

When loading the settings from the Web page of the machine, click [Device Configuration Management] > [Upload], and then select the setting information file that is stored on a computer.

When restoring the settings in the Administrator Settings, use the following procedure:

Important

- If your system version does not match the version of the file being restored, the restoration will fail.

Note

- You can restore the settings of other whiteboard models. If the default settings for your whiteboard are different from those for other whiteboards, you cannot restore the settings.
- When you restore the settings on the Web page and you do not want to load the settings specific to a device, select the check box for the settings under [Do not import the following device unique setting value(s) while uploading is being performed].

1. Save a file containing configuration settings to the root directory (the topmost directory) of a USB flash memory device.

2. Touch , the Import Device Configuration icon.

A confirmation message appears.

3. Insert the USB flash memory device containing the file into a USB port.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

4. In response to the message that appears, touch [OK].

If you do not want to import unique device settings, select [The following device unique setting value(s) will not be imported], and press [OK].

5. Select the file that you want to restore from the displayed list and touch [OK].

The restoration will then begin. When the restoration is complete, a message for confirming restart is displayed.

6. Touch [OK].

↓ Note

- If an error occurs during the restoration process, the settings that were restored before the error occurred will be applied.

Synchronizing Settings on Multiple Whiteboards

Device Configuration Synchronization is a function that synchronizes the settings of the remote destination whiteboards with the source whiteboard.

Information is synchronized and setting information is updated every hour only when both the source synchronizing whiteboard and the destination whiteboards that are being synchronized are turned on. Synchronized information is reflected to the destination whiteboards being synchronized after those whiteboards restart.

★ Important

- **Not all the settings are synchronized.** For details see page 208 "Whether or not the items in Administrator Settings can be synchronized on multiple whiteboards".
- The synchronization setting can only be configured on the Web page of the machine.
- To synchronize the settings, change the factory-set administrator password.
- Specify the same administrator password on both the source synchronizing whiteboard and the destination whiteboards being synchronized.
- Manage the password and other information carefully to prevent the setting information from being unintentionally leaked.

Do the following procedures on the source synchronizing whiteboard.

1. Open Administrator Settings of the Web page of the machine.

↓ Note

- See page 110 "Opening Administrator Settings".

2. Click [Device Configuration Management].

3. Click [Set as Synchronization Source for Device Configuration].

4. Click [Upload] in "Synchronization Destination Management".

5. Select the list of destination whiteboards to be synchronized.

Import of the list begins. When the import is complete, a message is displayed.

↓ Note

- For details about how to create a list, see page 206 "Creating a List of Destination Whiteboards to Synchronize".

6. Click [OK].

↓ Note

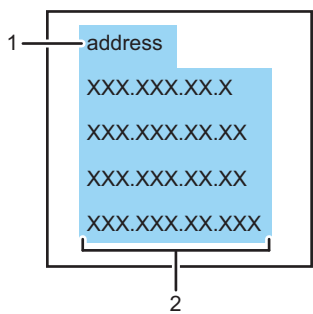
- The source synchronizing whiteboard cannot be a destination whiteboard for other whiteboards. Also, a synchronized destination whiteboard cannot synchronize its settings with other whiteboards.
- If the synchronization setting is enabled, the results of the synchronization are displayed when you open the Web page of the synchronized destination whiteboards.

Creating a List of Destination Whiteboards to Synchronize

Use a text editor, spreadsheet software, or other similar application to create a synchronization destination list.

1. In the first row, enter the label for the column. In the second and subsequent rows, enter the corresponding information for each destination whiteboard that you want to synchronize.

Up to 200 entries can be added from the second line.



1. Label row

Enter "address".

2. address column

Enter the IP address or host name of the destination whiteboard.

- An IP address must consist of four sets of numbers, each set separated by a period (.). The numbers must be decimal numbers between 0 and 255.
- The host name must contain 1 to 255 characters. The available characters are as follows:
 - Uppercase letters: A-Z
 - Lowercase letters: a-z
 - Numbers: 0-9
 - Symbols: - .

2. Save the file.

- You can specify any name for a file.
- Save the file as a Unicode little-endian text file (.txt).

- There are different character encodings for Unicode. If the file is saved as a non-Unicode little-endian file, the file cannot be used. The screen which allows you to choose the format used to save files differs according to the text editor or spreadsheet software you are using.

Unicode little-endian formats	Unavailable formats
• Unicode • Unicode text • Unicode little-endian • UTF-16LE	• Unicode big-endian • UTF-16BE • UTF-8

Testing Connections to Destination Whiteboards to Synchronize

You can perform connection tests for destination whiteboards to be synchronized that are listed in the list of the destination whiteboards to be synchronized.

1. Open Administrator Settings of the Web page of the machine.

↓ Note

- See page 110 "Opening Administrator Settings".

2. Click [Device Configuration Management].
3. Click [Synchronization Test] in "Synchronization Destination Management".

The connection test starts. After the connection test is completed, you can export a report by touching [Output Report].

4. Click [OK].

↓ Note

- You can stop a connection test while it is performed.

Exporting a List of Synchronized Whiteboards

1. Open Administrator Settings of the Web page of the machine.

↓ Note

- See page 110 "Opening Administrator Settings".

2. Click [Device Configuration Management].
3. Click [Download] in "Synchronization Destination Management", and the save the list.

Whether or not the items in Administrator Settings can be synchronized on multiple whiteboards

Items in Administrator Settings	Synchronized or not
System Settings	○ ^{*1}
Security Settings	○
Network Settings	○ ^{*2}
Print Settings	○ ^{*3}
Email Settings	○
Video Conference Settings	×
User Authentication Settings	○
Set Date/Time	○ ^{*4}
Region and Language	× ^{*5}
Register/Delete License	×
System Update	×
Added Data Management	○
Export/Import Device Configuration	×
Log Collection	×
Initialize to Factory Defaults	×
Change Administrator Password	×
Wireless Network Settings	×
Device Management	×

- : Can be synchronized.
- × : Cannot be synchronized.

*1 [Whiteboard Location Name] and each item in [Cloud Storage Settings] cannot be synchronized.

*2 Each item in [Network Auto Settings] cannot be synchronized.

*3 Values in [Others] cannot be synchronized.

*4 The following items cannot be synchronized:

- the values of Change date and time... on the Date and Time tab
- all the values on the Additional Clocks tab
- the value of the Update immediately on Internet Clocks tab

* 5 Only the following items can be synchronized:

- the value of Format: on the Formats tab
- the value of Current location: on the Location tab
- the value of Default input language on the Keyboards and Languages tab
- the value of Change system locale... on the Administrative tab

Restoring the Factory Default Settings

You can reset the settings changed in Administrator Settings to the factory default values.

In addition, all the entered data and logs are deleted.

However, the following settings are retained:

- Date/Time settings
- Regional and Language options
- Touch sensor settings ^{*1}
- Display color profile ^{*1}

^{*1} This setting is not available on some models.

1. Touch , the Initialize to Factory Defaults icon, in Administrator Settings.

A confirmation message appears.

2. Touch [Initialize].

Note

- The machine cannot be reset to its factory default from the machine's Web page.

9. Troubleshooting

This chapter explains what to do when a message is displayed or when the Interactive Whiteboard cannot be operated as wanted.

If a Message is Displayed during Operation

The following table lists the main messages and their recommended actions.

↓ Note

- Your service representative may ask you to collect logs for problem diagnosis if the system has a problem. For details about log collection, see page 181 "Collecting Logs".

If an Error Message is Displayed during Startup

Message	Causes	Solutions
A fatal error has occurred	The last time the machine was running, the power button was not correctly pressed, causing a forced shut down.	Quickly press and release the power button of the machine. When the machine is turned off, press the power button again to restart the machine. If the message appears again, contact your service representative.
The following setting method has been changed. • Device Configuration Synchronization To continuously use the function, contact your administrator. Re-setting from the administrator setting is required.	Synchronization settings are cleared by a system update.	To make a whiteboard the source whiteboard, specify the settings for synchronization again. For details about the procedure, see page 205 "Synchronizing Settings on Multiple Whiteboards".

If the machine power is turned on and one of the following messages is displayed after the startup screen appears, there is a problem with the system. Contact your service representative.

- A bootable device has not been detected.

- Reboot and Select proper Boot device or Insert Boot Media in selected Boot device and press a key_
- CMOS Battery Low
- CMOS Checksum Bad
- Memory Size Decreased
- No Boot Device Available

Message Related to Sensor Adjustment

Problem	Causes	Solutions
During startup, the "Processing..." or "Adjusting..." message is displayed at the top of the screen.	The sensor adjustment function may have started automatically.	Wait a while until the message disappears. If a message prompting for user action appears, take the appropriate actions according to the message.

Error Messages Related to Drawing/Editing/Erasing Strokes

Message	Causes	Solutions
The number of handwritten entries exceeds the limit Page XX and after will be imported as images.	The number of stroke entries exceeds the limit.	• Delete unnecessary pages containing strokes. • Delete unnecessary strokes.
Nothing more can be entered because the total number of entries on the whiteboard has reached the limit. Reduce the total number of entries by deleting handwritten entries/texts/lines/graphics/pages.	You have reached the maximum number of strokes, fair copy entry text, figures, and stamps that can be drawn in total on a single page. The total number of strokes, fair copy entry text, figures, and stamps on all pages has reached 90,000.	Delete unnecessary strokes, fair copy entry text, figures, and stamps, and then try again.

Error Messages Related to Remote Whiteboard

Message	Causes	Solutions
The version of the host whiteboard and that of the software differ. Open remote whiteboard in compatible mode or update the host/participating whiteboard's software to the latest version.	The version of the protocol used by the host whiteboard differs from that of the protocol used by the participating whiteboard, so that they cannot be connected.	• Update the system. For details about how to update the system, see page 184 "Updating Your System". • Use the compatible mode.
Open remote whiteboard in compatible mode or update the host/participating whiteboard's software to the latest version. You can participate with the current version but it is possible there may be unexpected problems. Are you sure you want to continue?	The versions of the software on the host and participating whiteboards do not match.	Update the system of the host and/or participating whiteboards. For details about how to update the system, see page 184 "Updating Your System".
Cannot start remote whiteboard A communication error has occurred. Restart the remote whiteboard.	The destination device is not responding for 30 seconds.	Start the remote whiteboard again.
A communication failure has occurred. Save the created page and restart the application.	• A timeout occurred while you were opening a whiteboard session. • An internal error occurred while you were using remote whiteboard.	Save the page as needed. Next, quickly press and release the power button of the machine. When the Interactive Whiteboard is turned off, press the power button again to restart the Interactive Whiteboard.

Message	Causes	Solutions
A communication timeout has occurred. Possible causes may be as follows. - Not connected to the network - A failure has occurred on the host terminal	• The network cable is not connected or is broken. • The network bandwidth is too low, or the reception is poor (for Remote Viewer only). • The host device is having a problem.	• Check that the network cable is connected or is not broken. • Check the network band width or the radio reception (for Remote Viewer only). • Access Administrator Settings and check the Network Settings. Be sure to set the IP address. For details about how to configure the Network Settings, see page 153 "Configuring Network Settings".
Cannot use the host name because the DNS server is not set	No DNS server is configured.	Configure the DNS server in the Network Settings of Administrator Settings.
Cannot participate in remote whiteboard because the host name has not been found	The specified host name is incorrect.	Check the specified host name and enter the host name again.
Cannot continue remote whiteboard because of a communication error The following are possible causes. - The network settings are incorrect - The network cable is not connected Check the network status and then try again.	• The network cable is not connected. • The IP address is not set. • No IP address can be obtained over DHCP. • The IP address of the host whiteboard is incorrect.	Check the network status and open the session again. For details about how to configure the Network Settings, see page 153 "Configuring Network Settings".
Cannot start remote whiteboard A communication error has occurred. Try again later or contact your administrator.	The computer that is being used has been disconnected from the network.	Connect to the network and start the remote whiteboard again.

Message	Causes	Solutions
Cannot delete the page Try again later.	The file that you are trying to delete is still being downloaded.	Wait for a while and then try to delete the page again.
Cannot add the page(s)	A network failure may occur on a device using remote whiteboard.	Wait for a while and then try to add the page again.

Error Messages Related to PDF File Importing/Saving

Message	Causes	Solutions
Cannot add the page(s) The number of pages has reached the limit (100 pages). Delete some pages and try again.	The number of pages has reached the upper limit.	Delete unnecessary pages, and then import the file again.
Cannot access the folder Access control is set on the folder. Cancel access control on the folder and try again.	Access control is set on the folder.	Cancel access control on the folder and try again.
Cannot import the file Security is set on this file. Select another PDF file.	- Security setting is specified for the PDF file. - Printing the PDF file is prohibited.	Select another PDF file.
Cannot import the file The file may be corrupted. Select another PDF file.	- The PDF file is corrupted. - The file is not a PDF file. For instance, the file extension of a text file was changed to .pdf.	Select another PDF file, or check that the PDF file opens on a computer, and then try again.

Message	Causes	Solutions
Cannot add all of the pages Cannot add all of the pages because the limit (100 pages) has been reached while importing. The first XX pages has been added.	All of the pages cannot be added. The total number of pages in the PDF file exceeds the maximum number of pages that can be added.	Check the number of pages in the PDF file, and then delete unnecessary pages on the whiteboard to reduce the number of pages to 100 or less after adding pages.
Cannot add all of the pages Set a page size from 100 x 148 mm to A0.	A file import failure occurred because the page size is inappropriate.	Delete unnecessary pages before converting pages to images.
Cannot add all of the pages An unexpected problem occurred while importing. The file may be corrupted. Check the file and try again.	The file is corrupted and a file import failure occurred.	Delete unnecessary pages before converting pages to images.
Cannot import all the pages because an unexpected error has occurred while importing the file.		
Cannot import the file The following are possible causes. • The file format is not PowerPoint. • The file is corrupted. • A password is set on it. Check the PowerPoint file and then try again.	• The file is not in PPT format. For instance, the file extension of a text file was changed to .ppt. • A password is specified for the PPT file. • The PPT file is corrupted.	Open the PPT file on a computer to make sure that no password is set to the file, and then try to import the file again.

Message	Causes	Solutions
Cannot save Try again after checking the USB memory mount, the free space and if it has write authorization.	• No USB flash memory device is connected. • The USB flash memory device has insufficient free space. • You do not have permission to write to the USB flash memory device.	• Delete unnecessary data from the USB flash memory device or connect a USB memory device that has sufficient free space. • Configure the USB flash memory device properties to allow information to be written.
Cannot save the page Try again after checking the USB memory mount, the free disk space and if it is write protected or not.	• The USB flash memory device was disconnected when the file was saved. • The USB flash memory device has insufficient free space to save the file. • The USB flash memory device is write-protected.	• Delete unnecessary data from the USB flash memory device or connect a USB memory device that has sufficient free space. • Configure the USB flash memory device properties to write information.
You do not have the authority to write to the mounted USB memory.	You do not have the authority to write to the USB flash memory device.	Configure the USB flash memory device properties to allow information to be written.
Cannot access the USB memory The following are possible causes. • The USB memory has been removed. • The USB memory is corrupted. Check the USB memory and then try again.	• Access to the USB flash memory device is restricted. • The USB flash memory device is corrupted. • The USB flash memory device has been disconnected while being accessed. • The USB flash memory device was corrupted while being accessed.	Check the status of the USB flash memory device, and then try to save the data again.

Message	Causes	Solutions
Cannot access the shared folder The following are possible causes. • The settings for the shared folder are wrong. • Cannot access the network. Try again later. If there is no improvement contact your administrator.	• The shared folder does not work correctly. • The server with the shared folder is not correctly connected to the network. • The shared folder is not configured to use CIFS protocol. • The path to the shared folder is incorrect. • The user name or password is incorrect. • The network cable is not properly connected. • The IP address is not configured. • The DNS server is not configured. • The IP packet cannot reach the shared folder because a different subnet mask is specified. • CIFS (SMB) communication is prohibited in the network.	• Check the shared folder settings. • Make sure that the shared folder can be accessed from a computer, and then try to save the data again.

Message	Causes	Solutions
Cannot access the shared folder Cannot access to the network. Try again later. If there is no improvement contact your administrator.	• The shared folder does not work correctly. • The server with the shared folder is not correctly connected to the network. • The shared folder is not configured to use CIFS protocol. • The network cable is not properly connected. • The IP address is not configured. • The DNS server is not configured. • The IP packet cannot reach the shared folder because a different subnet mask is specified. • CIFS (SMB) communication is prohibited in the network.	Make sure that the shared folder can be accessed from a computer, and then try to save the data again.
Cannot access the shared folder The following are possible causes. • The network settings are incorrect • The network cable is not connected Check the network status and then try again.	The network settings are incorrect.	Check the network settings, and then try again.

Message	Causes	Solutions
Change the file name Try again after changing the file name or deleting the file with the same name.	All suffixes from 1 to 100 are already used. The file cannot be saved under the specified name.	• Delete files of the specified file name with unnecessary suffixes. • Specify a different file name. • Change the save location.
Cannot save because all the pages are blank.	There is no content to be saved such as a handwritten stroke or external input display.	Add any content to be saved such as a handwritten stroke or external input display on the pages, and then save the file.
Failed to save the file. Try again after checking the USB memory connection, free disk space, the presence of write protect etc.	The USB flash memory device was disconnected when the file was imported.	Connect the USB flash memory device, and then try again. Do not disconnect the USB flash memory device while importing a file.
Failed to send the email because the size of the attached file is too large. Use the [Save in USB Memory] function.	The attempt to send the e-mail failed because the size of the attached file exceeds the set limit.	Save the file to a USB flash memory device or in a shared folder.
There is an incorrect entry. Try again after checking the nickname and the email address.	• The number of characters in the nickname is greater than 20. • No e-mail address has been specified, or the number of characters in the e-mail address is greater than 255.	• Enter a nickname of 20 characters or less. • Enter an e-mail address of 255 characters or less.
There is an incorrect entry. Try again after checking the nickname.	The number of characters in the nickname is greater than 20.	Enter a nickname of 20 characters or less.
There is an incorrect entry. Try again after checking the email address.	No e-mail address has been specified, or the number of characters in the e-mail address is greater than 255.	Enter an e-mail address of 255 characters or less.

Message	Causes	Solutions
The sender's email address is incorrect. Check the sender's email address and try again.	• The sender's e-mail address is not specified. • The format of the sender's e-mail address is incorrect.	Specify the correct e-mail address of the sender.
Failed to send the email. The following are possible causes. Failed to connect to the SMTP server. Failed to authenticate with the SMTP server. The operation to connect to the SMTP server has timed out.	• The network cable is not connected, or the cable is broken. • There is an error in the Network Settings (such as the DNS). • There is an error in the SMTP Server Settings (IP address, host name, or port number). • There is an error in the authentication settings for the SMTP server (authentication, account, or password).	• Check whether the network cable is connected, or the cable is broken. • Access Administrator Settings and check the Network Settings. For details about how to configure the Network Settings, see page 153 "Configuring Network Settings". • Access Administrator Settings and check the SMTP Server Settings. For details about how to configure the SMTP Server Settings, see page 161 "Configuring SMTP Server Settings".
Cannot continue sending the email because of a communication error The following are possible causes. • The network settings are incorrect • The network cable is not connected Check the network status and then try again.	• The network cable is not properly connected. • The IP address is not configured. • The IP address cannot be obtained via DHCP.	• Make sure the network cable is properly connected. • Configure the IP address.

Message	Causes	Solutions
There is no data to send Either add a page or make a handwritten entry and then try again.	Corresponds to one of the following: • There is no captured page. • There is no handwritten entry on the externally inputted image. • There is no screen image of a computer on the externally inputted image.	Perform one of the following, and then send the e-mail again: • Add a captured page. • Add a handwritten entry on the externally inputted image. • Display the computer screen.
Failed to create the PDF file. Please call service.	• Memory is running short. • The system is having a problem.	Contact your service representative.
There is no data to save Either add a page or make a handwritten entry and then try again.	Corresponds to one of the following: • There is no captured page. • There is no handwritten entry on the externally inputted image. • There is no screen image of a computer on the externally inputted image.	Perform one of the following actions and then try again: • Add a captured page. • Add a handwritten entry on the externally inputted image. • Display the screen of a computer.

Message	Causes	Solutions
Cannot connect to Public Address Book Server The following are the possible causes. - The network settings are incorrect - Cannot access the server - Cannot access the network - The public address book setting is incorrect Please try again later. If there is no improvement contact your administrator.	• The network settings are incorrect. • The settings for the public address book are incorrect.	Check the settings for the network and public address book. If a user name and password are set in the public address book server, enter them in the Network Settings. For details see page 153 "Configuring Network Settings".
Cannot access the cloud storage The following are the possible causes. - The network settings are incorrect - Cannot access the server - Cannot access the network Please try again later. If there is no improvement contact your administrator.	• The network cable is not connected. • The network settings are incorrect. • The cloud storage does not have sufficient free space. • You do not have read permissions for the specified file. • You do not have write permissions for the specified folder.	• Connect a network cable. • Check the settings for the network. For details see page 153 "Configuring Network Settings". • Check the remaining space available in the cloud storage. • Check the settings for the cloud storage.

Message	Causes	Solutions
Cannot access the cloud storage - The sign-in address is incorrect - The password is incorrect Contact your administrator.	• The sign-in address or password is incorrect. • You are accessing a page that is not directly related to signing in.	• Enter the sign-in address or password again. • When [Automatic Sign-in] under Administrator Settings is enabled, check the sign-in address and password specified for the setting. For details, see page 186 "Changing the System Settings". • Do not open links that are not directly related to signing in.

Error Messages Related to Temporarily Saved Files

Message	Causes	Solutions
Cannot save temporarily saved files Insufficient free space in the temporary save folder. Contact your administrator.	The temporary save folder does not have sufficient free space.	Ask your administrator to delete unnecessary files that are temporarily saved from the administrator settings.
Cannot save temporarily saved files The number of temporarily saved files has reached the limit. Contact your administrator.	The number of temporarily saved files has reached the upper limit (1,000 files).	Ask your administrator to delete unnecessary files that are temporarily saved from the administrator settings.
The meeting code is incorrect Enter the correct meeting code.	• The specified meeting code is incorrect. • There is no temporarily saved file associated with the specified meeting code.	• Enter the meeting code set when temporarily saving the file. • Check that the save period of the file has not expired.

Error Messages Related to the RICOH UCS Function

When the machine is in whiteboard mode

Message	Causes	Solutions
Cannot login	The entered contact ID or password is incorrect.	Check that the correct contact ID and password were entered. If they are incorrect, re-enter the correct ones.
Cannot login	There is an error in the proxy authentication settings.	Reconfigure the proxy authentication settings correctly. To configure proxy authentication settings, use [Proxy Server Settings], under [Network Settings] in [Administrator Settings]. For details about Proxy Server Settings, see page 153 "Configuring Network Settings".
Cannot login	- There is an error in the network settings. - Cannot access the server. - Cannot access the network.	- Check the network settings and reconfigure them correctly. - Contact your network administrator to check that there is no problem with the network environment. - Wait for a while, switch to RICOH UCS mode, and restart the RICOH UCS function.
Logged out	The contact ID being used for the machine has been used to log in to another device supporting the RICOH UCS function.	Switch to RICOH UCS mode and restart the RICOH UCS function.

Message	Causes	Solutions
RICOH UCS function for this device and screen sharing function for RICOH UCS P3000/3500 cannot be used at the same time. If you want to use the screen sharing function for RICOH UCS P3000/3500, change the RICOH UCS function usage setting to off on Video Conference Settings in the administrator settings.	An external device supporting RICOH UCS has been connected when the RICOH UCS function was enabled.	When using an external device supporting RICOH UCS, deselect the [Use RICOH UCS Function] check box in [Video Conference Settings] of [Administrator Settings].
Network connection has been lost	The network connection was disconnected while the machine was starting up.	Check the network environment that you want to use and reconnect to the network.
Error has occurred	A system error occurred.	Switch to RICOH UCS mode and restart the RICOH UCS function.

When the machine is in RICOH UCS mode

Message	Causes	Solutions
Failed to Login. Please check User ID and password.	The entered contact ID or password is incorrect.	Check that the correct contact ID and password were entered. If they are incorrect, re-enter the correct ones.
Failed to connect due to proxy authentication error.	There is an error in the proxy authentication settings.	Reconfigure the proxy authentication settings correctly.
Failed to connect.	- There is an error in the network settings. - Cannot access the server. - Cannot access the network.	- Check the network settings and reconfigure them correctly. - Contact your network administrator to check that there is no problem with the network environment. - Wait for a while after switching to whiteboard mode, and then switch back to RICOH UCS mode.

Message	Causes	Solutions
You have been signed out as another user signed in with same Contact ID.	The contact ID being used for the machine has been used to log in to another device supporting the RICOH UCS function.	Switch to whiteboard mode, and then switch back to RICOH UCS mode.
The machine has been disconnected from the network.	The network connection was disconnected while the machine was starting up.	Check the network environment that you want to use and reconnect to the network.
An error occurred. This application will be closed.	A system error occurred.	Switch to whiteboard mode, and then switch back to RICOH UCS mode.

Error Messages Related to the Authentication Function Using RICOH Streamline NX

Message	Causes	Solutions
Only file sizes up to 20MB can be uploaded. Select a file under 20MB.	The file that you attempted to upload exceeds 20 MB.	- Select and upload an image file with a size of 20 MB or less. - Edit the selected image file to reduce its size to a maximum of 20 MB.
Cannot login whiteboard	There is no user (card) information at the authentication destination.	Register the user (card) information at the authentication destination.
Cannot login whiteboard	The user (card) information is set to [Off].	Set the user (card) information [Status] to [On].
Cannot login whiteboard	- The user (card) information has expired. - The current date precedes the start date for the user (card) information.	Check the expiry date of the user (card) information and reset the date if necessary.
Cannot login whiteboard	The password is incorrect.	Log in with the correct password.

Message	Causes	Solutions
Cannot login whiteboard	The user name includes one or more characters that cannot be used.	Check the user information.
Cannot login whiteboard	The card information is incorrect.	Check the card information.
Cannot login whiteboard	The card information is not registered.	Check if the card information is registered.
Cannot login whiteboard	Failed to communicate with the server. The following are possible causes: • Cannot access the network. • The network settings are incorrect • The server settings are incorrect	Check the network settings and the server settings. Also, check the network status.
Cannot login whiteboard	An error has occurred during the login process.	• Check the user information. • Check the settings for the server.
Cannot login whiteboard	Failed to authenticate because of the connection failure between the server and an external authentication server.	Check the settings for the server.
Cannot login whiteboard	The login user name is duplicated on the server or the external authentication server.	• Check the user information. • Delete the account.
Cannot login whiteboard	An unexpected error has occurred during the login process.	Restart the machine. If you cannot login after restarting, contact your administrator.

Message	Causes	Solutions
Connection has failed	Failed to communicate with the server. The following are possible causes: - Cannot access the network - The network settings are incorrect - The server settings are wrong	Check the network settings and the server settings. Also, check the network status.
The user name or the password is not correct.	• The entered user name or password is incorrect. • Cannot log in to the server. • The server has a problem.	• Enter the correct user name and password again. • Check the network settings and reconfigure them correctly. • Contact your network administrator to check that there is no problem with the network environment. • Contact your server administrator to check that there is no problem with the server.
Please close whiteboard to login with another IC card	You are using a different IC card from that used when logging in.	Use the same IC card as you used when logging in.

Error Messages Related to the System

Message	Causes	Solutions
Remote whiteboard sharing has been cancelled because the computer was in sleep mode.	The computer using Remote Viewer changed to sleep mode when participating in a remote whiteboard session.	Try to join the remote whiteboard session again.

Message	Causes	Solutions
Remote whiteboard sharing has been closed because the computer was in sleep mode.	The computer using Remote Viewer changed to sleep mode during remote whiteboard.	Try to join the remote whiteboard session again.
An error has occurred on the whiteboard closing. Turn the power off and then on again.	Machine initialization may have failed because the system did not enter standby mode.	Quickly press and release the power button of the machine. When the machine is turned off, press the power button again to restart the machine.

Error Messages Related to Configuration Settings

Message	Causes	Solutions
Cannot import.	The import has failed due to an unknown reason.	Contact your service representative.
Cannot import because the email address format is incorrect. Use the correct email address format.	The format of the e-mail address is invalid.	Check whether any of the following apply: • The e-mail address is left blank. • More than 64 characters are used for the local block of the e-mail address. • More than 255 characters are used for the e-mail address.

Message	Causes	Solutions
Cannot import because the IP address format is incorrect. Use the correct IP address format.	The file to be imported contains an IP address with an invalid format.	Check whether any of the following apply: • The IP address is left blank. • The IP address is not composed of four parts, each separated by a period, which contain three or fewer single-byte digits. • The four parts of the IP address, each separated by a period, contain three or fewer single-byte digits with an invalid value. • More than 256 digits are used. • Uses a 2-digit or 3-digit number that starts with 0.
Cannot import because the IP address format is incompatible. Check the IP address and reset it.	The file to be imported contains an IP address with an invalid value.	Check whether the file contains an IP address (such as 0.0.0.0 or 127.0.0.1) configured for a specific purpose.
Cannot import the email address book Check the contents of the file. The last allowed character of a column and the first of the next column must be separated with a tab character.	• The number of items in the address book entry is incorrect. • Each item in the e-mail address book entry does not meet the required condition.	Correct the file content.

Message	Causes	Solutions
Cannot import the contact list Check the contents of the file. The last allowed character of a column and the first of the next column must be separated with a tab character.	• The number of items in the host whiteboard is incorrect. • Each item in the host whiteboard does not meet the required condition.	Correct the content of the contact list file.
Cannot import. Try again after checking the file format.	• The domain name contains an unusable character. • The domain name is empty or contains more than 256 characters.	Correct the content of the domain list file.
Failed to load the files. Importing failed because there is a shared folder(s) with an incorrect format. Check the user guide for information about formats.	The format of the shared folder(s) list is incorrect.	Create the shared folder(s) list in the correct format file, and then try again. For details about correct file settings, see page 171 "Managing a Shared Folder List".
Set the character code format to Unicode little endian.	The character code format of text file is not Unicode little endian.	Configure the character code to conform to Unicode little endian, and then try again.
Cannot confirm the settings. Check that they are tab delimited.	The settings of the shared folder are not tab-separated.	Configure the settings of the shared folder to be tab-separated, and then try again.
One or more characters that cannot be used are included.	The name column, path column, user column or password column have one or more characters that cannot be used.	Modify the character(s), and then try again. For details about characters that can be used for each column, see page 171 "Managing a Shared Folder List".
Enter within 255 characters.	The number of characters in name column, user column or password column exceeds 255 characters.	Enter 255 characters or less in each column, and then try again.

Message	Causes	Solutions
Enter from 1 to 1024 characters.	No path column has been specified, or the number of characters in the path column is greater than 1024.	Enter from 1 to 1024 characters in the path column, and then try again.
Set true or false.	The value entered in the readable column or writable column is not true or false.	Set true or false in the readable column and writable column, and then try again.
Connection has failed The following are possible causes. - The shared folder or the network settings are incorrect. - Cannot access the network	• The shared folder or the network settings is incorrect. • The shared folder is not configured to use the CIFS protocol. • SMB communication is prohibited in the network. • The server with the shared folder is not correctly connected to the network. • The network cable is not properly connected. • The IP packet cannot reach the shared folder because a different subnet mask is specified.	• Check the shared folder settings and the network settings, change the settings, and then import the file again if necessary. For details about the settings for shared folders, see page 171 "Managing a Shared Folder List". • Make sure that the shared folder can be accessed from a computer.
Cannot export. Cannot find the USB memory. Try again after mounting the USB memory.	No USB flash memory device is connected.	Insert or reinsert a USB flash memory device correctly. For details about how to connect a USB flash memory device, see page 27 "Inserting a USB Flash Memory Device".

Message	Causes	Solutions
Cannot export. Cannot access the USB memory. Check the USB memory.	• The USB flash memory device is corrupt. • Access to the USB flash memory device is restricted. • The USB flash memory device has been disconnected while being accessed. • The USB flash memory device was corrupted while being accessed.	• Format the USB memory device. • Cancel access control on the USB memory device. • Insert or reinsert the USB flash memory device correctly.
Cannot export. You do not have the authority to write to the mounted USB memory.	You do not have the authority to write to the mounted USB memory.	Configure the USB flash memory device properties to allow information to be written.
Cannot export. Insufficient free space on the USB memory. Check the free space on the USB memory and try again.	The USB flash memory device has insufficient free space.	Check the free space of the USB flash memory device, and delete unnecessary files.
Cannot export. An unexpected error has occurred while processing.	• The USB flash memory device was disconnected during data processing. • Another error has occurred during data processing.	Reinsert the USB flash memory device and try again. Do not disconnect the USB flash memory during data processing.

Message	Causes	Solutions
Cannot import the template Check the contents of the file.	• The character code format of text file is not Unicode little endian. • The settings of the template are not tab-separated. • The file name has character(s) that cannot be used or exceeds 255 characters. • The folder has no text file. • The folder has no image files. • The extension of the image files are not JPG or PNG. • The text file does not follow the correct format.	Create the file in the correct format, and then try again.
Check the proxy settings.	The proxy server setting is incorrect.	Specify the correct proxy server setting.
Returned to factory defaults. Make the settings again on administrator settings. The configuration file may be corrupted if the main power was forcibly switched off.	The last time the machine was running, the power button was not correctly pressed, causing a forced shut down.	Open Administrator Settings and reconfigure the machine settings. For details about Administrator Settings, see page 146 "Opening Administrator Settings".
Another user is using administrator settings Please re-enter later.	• The administrator settings are being configured remotely from another computer. • The administrator settings are being configured on the machine.	Wait a while and try again later.

Message	Causes	Solutions
Cannot start the application because the software is an earlier version. Go to administrator settings and update the software from system update.	The controller has been installed on a new machine with the old software installed on the controller Type 1.	Update the software from System Update in Administrator Settings. For details about how to update the system, see page 184 "Updating Your System".
Failed to upload the files The following are the possible causes. - The file is not a text file - The character code format is not Unicode little endian - The number of files exceeds 200 files - The IP address or host name is incorrect	• The format of the synchronization destination list is incorrect. • The character code format of the text file is not Unicode little-endian. • There are more than 200 items in the synchronization destination list. • The file to be imported contains an IP address or host name with an invalid value.	Check that the list of destination whiteboards to be synchronized are created correctly. For details about how to create a list, see page 206 "Creating a List of Destination Whiteboards to Synchronize".

Error Messages Related to Web Page

Message	Causes	Solutions
The number of simultaneous connections exceeds the limit. Try again later.	The number of devices accessing the Web page and viewing remote whiteboard has already exceeded the limit.	Wait until one of the devices finishes viewing remote whiteboard, and then try to connect to the remote whiteboard.
The passcode is not correct.	The entered passcode does not match the passcode displayed on the upper right or left corner of the device.	Enter the passcode displayed on the upper right or left corner of the device you are accessing.

Message	Causes	Solutions
The meeting code is incorrect Enter the correct meeting code.	- The specified meeting code is incorrect. - There is no temporarily saved file associated with the specified meeting code.	- Enter the meeting code set when temporarily saving the file. - Check that the save period of the file has not expired.
Synchronous function for device configuration is disable The setting method was changed by system update. If you would like to continue synchronizing settings, please set again from [Device configuration management].	Synchronization settings are cleared by a system update.	To make a whiteboard the source whiteboard, specify the settings for synchronization again. For details about the procedure, see page 205 "Synchronizing Settings on Multiple Whiteboards".

Other Error Messages

Message	Causes	Solutions
Applications on the desktop cannot be double started	You are attempting to open two of the following at the same time: the main screen, General Settings, or Administrator Settings.	The main screen, General Settings, or Administrator Settings are already running. Stop the currently running application, and then start the other application.
Cannot start RICOH UCS screen sharing	There is a USB connection problem between the video conferencing device and the machine.	- Restart the video conferencing device. - Reconnect the USB cable connecting the machine to the video conferencing device. If these problems persist, contact your service representative.
Cannot confirm the latest version Check the network status.	The machine is not connected to the network.	- Check the network settings. - Make sure the network cable is properly connected.

Message	Causes	Solutions
The file is corrupted. Check the file and try again.	Downloading of the system firmware file is not completed.	Download and apply the system file again.
Cannot display the externally inputted image An error has occurred on the captured device. Either reconnect the cable or connect with another resolution.	The computer screen cannot be displayed because an unsupported resolution or improper connection of the VGA display cable was used.	• Change the resolution of the computer to a resolution the machine supports. • Disconnect the display cable, and then connect the cable again.
Cannot display the externally inputted image Change the resolution or the refresh rate.	The resolution of the computer screen is not supported.	Change the resolution of the computer to a resolution the machine supports.
Cannot display copyright protected contents on the external input terminal named "Computer In". Connect to another external input terminal and select the input source by pressing [Input] on the monitor or remote control. The whiteboard function cannot be used on external input terminals other than "Computer In".	It was attempted to display copyright-protected contents from an external input terminal that does not support such contents.	Connect the source to the external input terminal that supports copyright protected contents, and try again. For details about the external input terminals, see page 75 "Devices That Can Be Connected to the Machine".

Message	Causes	Solutions
Restart the whiteboard Failed to switch the touch input control. The page will be restored after restarting the whiteboard. Try again because the function being performed will be ended. Do not turn the power off while restarting.	Failed to switch the touch input control.	Touch [Restart] to restart the whiteboard.
An error has occurred Failed to switch the touch input control. The setting will be ended. Try again because the function being performed will be ended.	Failed to switch the touch input control.	Touch [OK] to close the "Administrator Settings" screen. If you want to continue configuring the setting, reopen Administrator Settings.

Error Messages Related to IWB Remote Desktop Software

Message	Causes	Solutions
Cannot start remote PC operation The passcode is wrong. Check the passcode that is displayed on the top of the whiteboard's main unit and then try again.	The entered passcode is incorrect.	Enter the passcode that is displayed on the upper part of the screen of the device to be connected.

Message	Causes	Solutions
Connect with the web browser to the IP address of the whiteboard's main unit, then click [Download] from [Download Software]. Download Setup.exe and run it, then perform installation following the screen instructions. A shortcut for the remote PC operation software will be created on the desktop.	The version of the software is not the latest one.	Download the latest version from the machine and install it. For details about downloading and installing IWB Remote Desktop Software, see page 114 "Downloading IWB Remote Desktop Software" and page 115 "Installing IWB Remote Desktop Software".
Connect with the web browser to the IP address of the whiteboard's main unit, then click [Download] from [Download Software]. Download IWB Remote Desktop Software.DMG and run it, then perform installation following the screen instructions.	The version of the software is not the latest one.	Download the latest version from the machine and install it. For details about downloading and installing IWB Remote Desktop Software, see page 114 "Downloading IWB Remote Desktop Software" and page 115 "Installing IWB Remote Desktop Software".
Cannot start remote PC operation Cannot access the network. Check the network settings of this PC and then try again.	• The computer cannot access the network. • The destination device cannot access the network, or its IP address is incorrect.	• Check that the computer can access the network. Specify the correct settings, and then try again. • Check that the LAN cable of the destination device is properly connected and the device can connect to the network, and then try again. • Enter the correct IP address of the destination device and try again.

Message	Causes	Solutions
Cannot start remote PC operation The following are possible causes. • The IP address is wrong. • This PC is not connected to the network. • The whiteboard has not been started or is on standby. Check the IP address, this PC's network settings, and that the whiteboard is started, then try again.	The destination device did not respond for a certain period of time. Connection failed.	• Check that the destination device can access the network. • Check that the computer can access the network. • Wait a while and try again later.
	• The IP address of the destination device is incorrect. • The IP address of the destination device is not specified. • The LAN cable of the destination device is not connected properly. • The destination device is in standby mode or turned off.	• Enter the correct IP address of the destination device and try again. • Check that the IP address of the destination device is correctly configured. • Check that the LAN cable of the destination device is properly connected. • Restart the destination device and try again.
Cannot start remote PC operation Cannot use this software on extended desktop.	Extended desktop mode is enabled on the computer on which the IWB Remote Desktop Software for Mac is installed.	Disable the extended desktop mode.

When You Cannot Use the Interactive Whiteboard As You Want

This section explains what to do when the Interactive Whiteboard cannot be operated as you want.

 Note

- The laser pointer light may be hard to see when it is pointed at the display. For details about the laser pointer, see the user manual for the laser pointer.
- When the main unit does not start or the screen is not displayed, check the following:
 - Is the power cord properly connected?
 - Is the main power switch turned on?
- For information about the power cord and main power switch, see "Read This First".
- If you cannot resolve problems by yourself, contact your service representative.

When Turning the System On/Off

 Important

- For details about how to shut down the machine, see the provided manual. The procedure differs depending on the machine being used.

Problem	Causes	Solutions
• The power button is pressed, but the system does not start up. • The power button is pressed, but the power lamp does not turn on.	• The power cable is not connected correctly. • The main power is turned off.	• Reconnect the power cable. • Turn on the main power switch.
The power lamp turns on, but nothing appears on the screen.	The system is in sleep mode.	Touch the screen. If nothing appears when the screen is touched, contact your service representative.
An abnormal sound is heard from the area surrounding the output/input terminals on the back of the display.	There may be a problem inside the controller.	Quickly press and release the power button of the display. When the machine shuts down, switch off the main power and contact your service representative.

When Using the Interactive Pen

Problem	Causes	Solutions
- The interactive pen does not respond. - The battery indicator does not turn on.	The interactive pen's battery is fully used up.	Replace the battery.
The interactive pen does not respond.	- Stickers or pieces of tape are stuck on the black cover of the interactive pen. - When the interactive pen is held by the nib or the bottom, the position of the pen will not be recognized correctly by the machine. - The interactive pen is not recognized.	- If you have placed stickers or pieces of tape on the interactive pen, peel them off. - Hold the middle of the interactive pen. - Perform the interactive pen recognition again. For details, see page 267 "Making the Machine Recognize the Interactive Pen Again". This solution is for the Pen Sensor Kit Type 3 and whiteboard models D5520, D6510, and D7500.
The battery indicator turns on, but no stroke appears.	There may be a software problem.	Quickly press and release the power button of the display. When the machine shuts down, switch off the main power. Next, switch on the main power, and then press the power button to restart the machine.
The pen nib is broken and lost.	If too much stroke pressure is applied or if the display is hit with the pen nib, the pen nib may break due to the impact.	Contact your service representative and order replacement nibs. For details about how to replace the pen nib, see page 263 "Replacing the Pen Nib of the Interactive Pen for RICOH Interactive Whiteboard D5510".

When Displaying an Image

Problem	Causes	Solutions
Only a monochrome image is displayed.	- The cable is not connected correctly. - An incorrect cable is used.	- Reconnect the cable. - Check that the correct cable is used. If any of these actions do not fix the problem, contact your service representative.
- The display is too dark. - The display is too bright.	The brightness of the display is not set appropriately.	Press the [Menu] button on the side of the display and adjust the brightness. For details about how to adjust the brightness, see page 269 "Adjusting the Display".
The display does not respond when the [Menu] button is pressed.	When no image appears on the display, the display does not respond even if the [Menu] button is pressed.	Display an image on the display and press the [Menu] button.
The screen is corrupted.	The cable is not connected correctly.	- Check that the cable is connected correctly. - Quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine. If any of these actions do not fix the problem, contact your service representative.
The system time is incorrect.	The internal battery of the system may be used up.	Reset the time in Administrator Settings. For details about setting the time, see page 157 "Setting the Date and Time". If the system time is still incorrect, contact your service representative.

When Playing Sound from the Speaker

Problem	Causes	Solutions
There is no sound from the speaker.	An unnecessary speaker is enabled in [Device Management].	If the system version of your whiteboard is 1.9.0.0 or earlier, update the system. For details about how to update the system, see page 184 "Updating Your System". If the system version of your whiteboard is 2.0.0.0 or later, see page 268 "Disabling an Unnecessary Speaker".

When Using the System as a Whiteboard

Problem	Causes	Solutions
- It is impossible to draw any strokes or markers. - A stroke is not displayed at the correct position. - A stroke or a marker is broken halfway.	The touch sensor sensitivity may have become offset as the result of transporting the system, an impact to the system, or an extreme temperature change.	Adjust the touch sensor sensitivity. For details about Touch sensor sensitivity adjustment, see page 152 "Adjusting the Touch Sensor Sensitivity". If this fails to fix the problem, contact your service representative.
No stroke is displayed.	The transmissions from the electronic pen use the 2.4 GHz wireless band. Wireless interference have occurred in the 2.4 GHz band.	Separate the whiteboard and the electronic pen at least 3 meters away from wireless LAN devices.

Problem	Causes	Solutions
A stroke is not displayed at the correct position.	• There is something on the display frame. • The display is dirty. • The adjusted position of a touch sensor may move out of position due to the impact caused to the system during transportation or from extreme temperature change.	• Do not leave the interactive pen or any material on the display frame. • Do not leave any material on the display frame. • Clean the display. For details about how to clean the display, see page 265 "Cleaning the Display". • Adjust the touch sensor. For details about touch sensor adjustment, see page 152 "Adjusting the Touch Sensor Sensitivity". If any of these actions do not fix the problem, contact your service representative.

Problem	Causes	Solutions
A stroke is broken halfway.	• The pen nib may not be touching the display correctly. • The inside of the display frame is dirty. • Two or more interactive pens are being used within 15 m (49.2 feet) of each other.	• When writing, raise the pen so that the pen nib is kept pressed, and apply appropriate stroke pressure. • Clean the inside of the display frame. For details about how to clean the display, see page 265 "Cleaning the Display". • Do not use the interactive pens within 15 m (49.2 feet) of each other. If you use two or more machines side-by-side, contact your service representative. • If an infrared device is used near the system, turn the device off. If any of these actions do not fix the problem, contact your service representative.

Problem	Causes	Solutions
A stroke is suddenly displayed in an unintended direction halfway.	• Something other than the pen is touching the display. • There is something on the display frame. • If too much stroke pressure is applied, a line stroke may be displayed in an unintended direction. • The display frame is being pressed strongly. • If the pen is used near a window, under direct sunlight or bright lighting, a stroke may be displayed in an unintended direction. • The display was pressed strongly.	• Keep anything other than the pen from touching the display. • Do not leave anything that can serve as an obstacle on the display frame. • Be careful not to apply too much stroke pressure. • Keep your hands away from the display frame. • Change the location of the system. • Do not apply too much force to the display. If any of these actions do not fix the problem, contact your service representative.
If two or more machines are used side-by-side and if strokes are drawn on them at the same time, the strokes are not displayed correctly.	Two or more interactive pens are being used within 15 m (49.2 feet) of each other.	If you use two or more machines within 15 m (49.2 feet) of each other, contact your service representative.
An unknown error that is not related to the whiteboard function occurs.	There may be a problem with the system.	Contact your service representative.

When Using the System as a Monitor

Problem	Causes	Solutions
An image from the computer is not displayed.	- The cable is not connected correctly. - The external output of the computer is not configured correctly.	- Reconnect the cable. Secure the VGA cable to the receptacle with screws. Fully insert the DisplayPort cable until it clicks. - Check the external output settings of the computer.
An image from the video conferencing system is not displayed.	- The cable is not connected correctly. - The video conferencing device is not turned on.	- Reconnect the cable. Secure the VGA cable to the receptacle with screws. - Turn on the video conferencing device.
- An image disappears before completion. - An image stops halfway when loading. - An image is corrupted.	The cable is not connected correctly.	- Reconnect the cable. - Secure the VGA cable to the receptacle with screws. - Fully insert the DisplayPort cable until it clicks.
An image has noise.	If the output resolution of the connected device is high, the image may have noise.	Lower the output resolution of the connected device.
The computer connected to the DisplayPort input is malfunctioning.	There may be a problem with the graphic driver running on the computer.	Contact your computer manufacturer.

Note

- For details about the supported input image signals, see page 275 "List of Video Input Signals Supported by the Machine".

While Using Remote Whiteboard

Problem	Causes	Solutions
A connection is not established although the previously used passcode has been entered.	The entered passcode is incorrect.	A different passcode is generated each time the Interactive Whiteboard starts up. To participate in a remote whiteboard session, check and use the correct passcode.

When Using a USB Flash Memory Device

Problem	Causes	Solutions
A USB flash memory device is not recognized.	The "Use USB Memory" check box in Administrator Settings is not selected.	Select the "Use USB Memory" check box in Administrator Settings. For details about how to change the system settings, see page 186 "Changing the System Settings".
A message prompting for restart appears when a USB flash memory device is inserted.	A configuration change requiring system restart has been made.	Quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine.

When Accessing the Web Page

Problem	Causes	Solutions
The web browser refreshes slowly.	- The memory in the computer you are using is insufficient. - The CPU in the computer you are using is overloaded.	Quit all applications other than the Web browser that you are using for viewing.

Problem	Causes	Solutions
The Web page of the machine is not displayed when you specify the machine's IP address or its host name.	• The device to be connected is turned off. • The entered IP address or host name is incorrect. • The Network Settings of the device to be connected are incorrect. • The device to be connected or the computer that is being used is not connected to the network.	• Turn on the power of the device to be connected. • Enter the IP address or host name that is displayed in the upper part of the screen of the device to be connected. • Check that the Network Settings of the device to be connected are correctly configured. • Check that the device to be connected or the computer that is being used is connected to the network.
No PDF file can be downloaded even when you click [Download].	• The power to the connected device is turned off. • The Network Settings have been changed on the connected device or your computer. • The connected device or your computer is disconnected from the network.	• Turn the connected device on. • Properly configure the Network Settings on the connected device or your computer. • Connect the connected device or your computer to the network.

When Printing

Problem	Causes	Solutions
The printing-in-progress dialog box does not disappear.	• The machine is disconnected from the network. • The printer address is incorrect. • The power to the printer is turned off.	• Press the [Cancel] button. • Check that the machine is connected to the network. • Check that the printer address specified on the machine matches the IP address configured on the printer. • Turn on the power of the printer.
The printing-in-progress dialog box disappears, but printing does not start.	• The printer is out of ink or paper. • The printer is in sleep mode. • An error has occurred on the printer.	• Check the setting menu of the printer. • To print on a device that requires authentication, authenticate the device. • Add paper or replace the ink. • If an error occurs on the printer, contact the service representative.

10. Appendix

This appendix explains how to use the RICOH Streamline NX-based authentication management function, the Crestron linkage function, and Remote Viewer. It also explains how to maintain this machine and adjust the display and provides contact and trademark information.

Managing the Machine with RICOH Streamline NX

This section explains how to use an authentication function to manage this machine in an environment using RICOH Streamline NX.

★ Important

- For details about RICOH Streamline NX, consult the distributor where you purchased the product or your sales representative.
- Disconnect the IC card reader after the whiteboard is completely shut down. A malfunction may occur if the reader is disconnected during power-on or shutdown.

Preparing for Use

This section explains the preparations necessary in order to use the authentication function.

Connect a device used for authentication

Connect your IC card reader or the keyboard used for authentication to the machine.

Configure User Authentication Settings

Select the [Use user authentication function] check box in User Authentication Settings on the Administrator Settings Web page, and enter the address, port number and communication protocol of the server. For details about Authentication Settings, see page 194 "Changing User Authentication Settings".

Reconfigure Print Settings

To support the RICOH Streamline NX SPM (Secure Print Manager) server, reconfigure Print Settings, in Administrator Settings on the machine as follows:

1. Select PCL6 Driver for Universal Print, and then open [Print Server Properties].
2. Enter the SPM server address as the printer address.
3. Select "User Authentication" in [Print Authentication].
4. Touch [Set].
5. Open [Print Settings].
6. Open [Others].

7. Open [Printer Properties] for the printer or multifunction printer that you are using.
8. On the [Ports] tab, select "IWB_RICOH_PRINTER".
9. Open [Configure Port].
10. Open [Configure TCP/IP Port Monitor].
If [Configure TCP/IP Port Monitor] is not displayed on the window, proceed to the next step.
11. Under [Protocol], select "LPR".
12. Under [LPR Settings], in Queue Name, specify the name of the printer installed on the server.
13. Under [LPR Settings], select the [LPR Byte Counting Enabled] checkbox.
14. Close [Printer Properties].
15. Click [Set] on the Print Settings window.

Specify a background for the login screen

You can specify an image to be used as the background for the login screen from User Authentication Settings on the Administrator Settings Web page.

Note

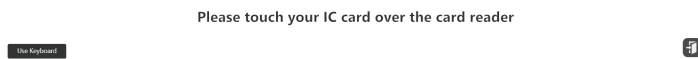
- Before reconfiguring Print Settings as described above, check that a supported printer or multifunction printer is correctly connected to the machine.
- The image file to be used as the background for the login screen should be a JPEG file of less than 20 MB.
- If RICOH Streamline NX-based authentication is enabled, the e-mail address of the logged-in user being logged in will be automatically set as the destination and sender addresses.

Logging in

If the authentication function of the machine is enabled, the login screen is displayed when the machine starts up or returns from the standby mode.

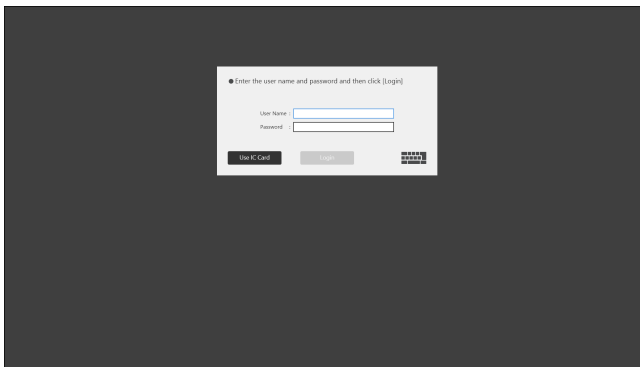
Once you have successfully logged in, all whiteboard functions will be available.

When using your IC card



1. Hold your IC card over the card reader.

When using the keyboard



1. Press .

The touch keyboard appears

1. Enter your user name and password, and then touch [Login].

Note

- If you are saving and sending a page by e-mail, the e-mail address of the logged-in user will be automatically set as the destination and sender addresses.

Logging out

To log out, perform one of the following operations:

- Hold your IC card over the card reader while logging in.
- Touch  on the whiteboard screen or  on the floating toolbar to switch to the standby mode.
- Turn the machine off.

Using the Crestron Function

You can connect and control the machine on a network from Crestron system as a Crestron supported device.

The following operations can be performed from Crestron system:

- Turning the power on and off (Whiteboard enters standby mode when its power is turned off)
- Switching input (including a computer that is connected via IWB Remote Desktop Software)
- Adjusting the volume (turning up or down the volume, mute on or off)

Note

- To use the Crestron function, enable it in System Settings. For details, see page 186 "Changing the System Settings".

Using Remote Viewer

When you install Remote Viewer to the computer, you can view the contents of a remote whiteboard session opened with Compatible mode or version earlier than 1.3.140.0.

To use Remote Viewer, a computer must meet the following environmental requirements:

Item	Specifications
Operating system	- Windows 7 Home Premium/Professional/Ultimate/Enterprise/.NET Framework 4 SP 1 or later (32 bit/64 bit) - Windows 8.1 Pro/Enterprise/.NET Framework 4 (32bit/64bit) - Windows 10 Home/Pro/Enterprise/.NET Framework 4 (32bit/64bit) English, Japanese, Simplified Chinese
CPU	- Recommended: Intel® Core™ 2 Duo 2 GHz or more - Minimum: Intel Core Solo U1300
Memory	- Windows 7 (32 bit): 1 GB or more - Windows 7 (64 bit): 2 GB or more - Windows 8.1 (32 bit): 1GB or more - Windows 8.1 (64 bit): 2GB or more - Windows 10 (32 bit): 1GB or more - Windows 10 (64 bit): 2GB or more
HDD	2 GB or more free space
Display resolution	- Height: 768–1080 pixels - Width: 1024–1920 pixels For a horizontal display type only
Network	Line speed - Recommended: 512 kbps or higher - Minimum: 200 kbps Communication port - TCP: 80, 50000, 50001, 50002, or 61616 must be available for communication.

⚠ CAUTION

- Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Installing Remote Viewer on a Computer

Download Remote Viewer from the Ricoh website.

★ Important

- To install Remote Viewer on a computer, log on as a user with administrator privileges.
 - Remote Viewer is available to any user who has installed it.
1. Double-click the downloaded file to execute it.
 2. Specify the language you want to use during the installation process, and then click [OK].
 3. If .NET Framework 4 is not installed on your computer, click [Install].
If .NET Framework 4 has already been installed, the message [Install] does not appear. Proceed to the next step.
 4. Click [Next].
 5. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the terms in the license agreement], and then click [Next].
 6. Specify the installation folder, and then click [Next].
 7. Click [Install].
 8. Click [Finish].

Uninstalling Remote Viewer from the Computer

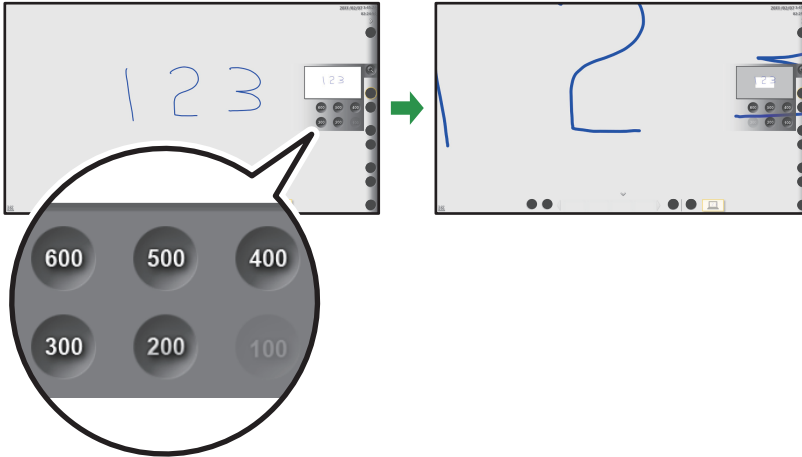
★ Important

- Log on to the computer as a user with administrator privileges to uninstall the software.
1. On the [Start] menu, select [Control Panel].
 2. When [View by:] is set to [Category], click [Uninstall a program]. When [View by:] is set to [Large icons] or [Small icons], click [Programs and Features].
 3. Select "RICOH Interactive Whiteboard Remote Viewer Type 1" and click [Uninstall].
 4. Confirm the messages and click [OK].

Changing the Display Magnification of Remote Viewer

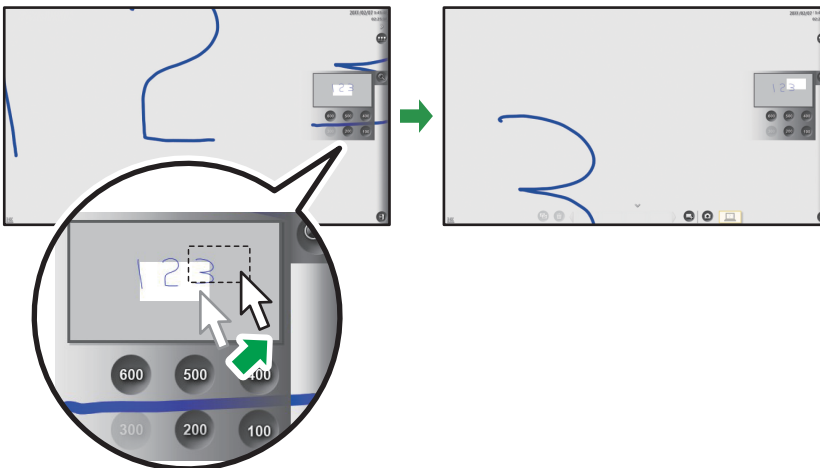
Click , the Loupe icon, to change the display magnification, or to move a displayed area. The enlarged display area can be moved.

1. Click , the Loupe icon.
2. Click the display magnification.



DEC021

3. To move the display area, click and drag the display area.



DAB107

Configuring the Remote Viewer Settings

This section explains General Settings of Remote Viewer.

The icons displayed in the General Settings screen are as follows:

- , the Version Information icon

Displays the Remote Viewer version information.

When you touch [Display License Agreement], the software license agreement is displayed.

- , the Copyright Information icon

Displays the Remote Viewer copyright information.

- , the Add Remote Contact List icon

You can register a host whiteboard to specify in advance when you use a remote whiteboard.

1. From the [Start] menu of your computer, click [All Programs].

In Windows 8.1 or Windows 10, click [All apps] on the [Start] menu.

2. 2. Select [Interactive Whiteboard Remote Viewer] under [Ricoh].

In Windows 8.1 or Windows 10, select [Settings] under [Ricoh], and Remote Viewer starts. In this case, you do not have to proceed to the next step.

3. 3. Click [Settings].

The General Settings screen for Remote Viewer appears.

 Note

- If Remote Viewer is running, General Settings cannot be displayed.
- When adding a remote contact list, do not insert any memory storage devices other than a USB flash memory device, such as a CD-ROM.

Creating a Remote Contact List

This section explains how to create a contact list using a text editor or spreadsheet software, and to add it.

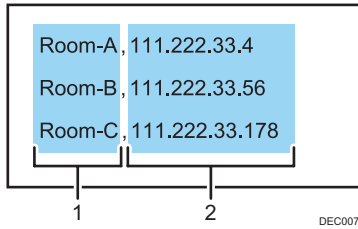
When the import is complete, the contact list is overwritten.

 Important

- When adding a remote contact list, do not insert any memory storage devices other than a USB flash memory device, such as a CD-ROM.

1. In the first column of each row, enter the name (nickname) of a host whiteboard. In the second column, enter the corresponding IP address of the host whiteboard.

The maximum number of IP addresses that can be registered is 100. Although you can enter a 101st address, it cannot be registered.



1. Nicknames

Enter the name of the device that uses a remote whiteboard. The number of characters must be 20 or less. If you omit the nickname, a blank entry is added. The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: (space) ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

2. IP addresses

An IP address must consist of four sets of numbers, each set separated by a period (.). The numbers must be decimal numbers between 0 and 255.

If an invalid IP address is specified, such as the ones below, the contact list is not registered:

- IP address containing a set starting with 0 or 00 (Example: 111.222.033.004)
- 0.0.0.0
- 255.255.255.255
- 127.0.0.1

2. Save the contact list to the root directory (the topmost directory) of a USB flash memory device under the file name "iwb_contact_address.csv".

The file is saved in CSV (comma-separated value) format.

3. Insert the USB flash memory device into the computer.

4. Select , the Remote Contact List Management icon.

5. Select [Import].

6. Select [OK].

7. Select [Cancel].

Using the Application Linking Function

Applications that were installed separately can be added to the whiteboard. When an application is added, an icon is added to the main operation panel. For the procedure to add applications, see the Ricoh website or consult your service representative.

★ Important

- You may not be able to use all the functions and some of the functions you can use may be limited, depending on the application. For applications that we recommend you add, see the Ricoh website or consult your service representative.

Starting the application

Start the application from the whiteboard by performing either of the following:

- Touch the application icon on the main operation panel
- Select the menu on the sub-panel after touching the application icon on the main operation panel

Depending on the settings, you can change the application icon that is displayed on the main operation panel when adding the applications. For details, ask the operator who added the application to the machine.

Selecting the menu for the operation you want to perform

Start the application from the menus on its sub-panel. Depending on the application, you can change the menus which are displayed on the sub-panel. For details, ask the operator who added the application to the machine.

↓ Note

- The menu to open the software keyboard is displayed at the bottom of the sub-panel. However, if you are using IWB Remote Desktop Software and enter text on the computer, use the software keyboard in IWB Remote Desktop Software. Do not use the software keyboard that is displayed by touching the menu on the sub-panel of the application.
- The interactive pen operates in the same manner as the touch pen does while the software keyboard is displayed.

Maintenance

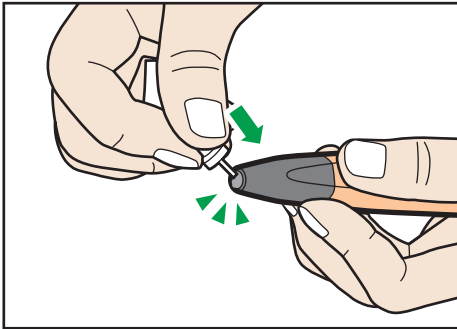
Replacing the Pen Nib of the Interactive Pen for RICOH Interactive Whiteboard D5510

CAUTION

- Use a pushpin or similar solid pointed tool to replace the pen nib. Be careful not to injure yourself.

If the pen nib becomes damaged, replace it with a replacement pen nib. Contact your service representative to obtain a replacement pen nib.

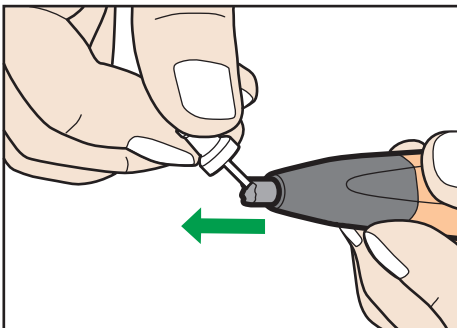
1. Insert a pushpin at an appropriate angle into the edge of the pen nib.



CUE072

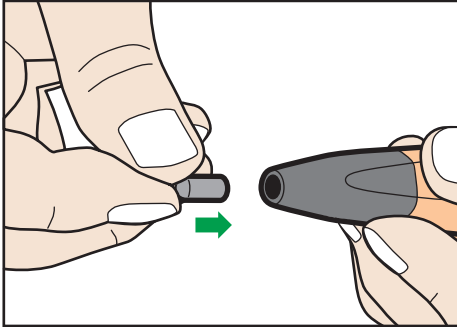
Fully insert the pushpin into the other end of the pen nib.

2. Slowly remove the pen nib from the interactive pen body so that the inserted pushpin does not detach from the pen nib.



CUE073

3. When the pen nib is removed from the interactive pen body, insert and press the new pen nib straight onto the pen body.



CUE074

Do not twist when pressing the pen nib. This might cause the pen nib to break.

Replacing the Pen Bottom of the Interactive Pen for RICOH Interactive Whiteboard D5510

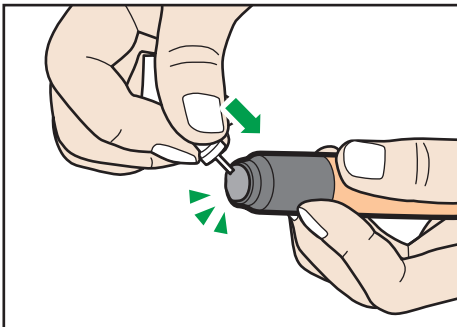
CAUTION

- Use a pushpin or similar solid pointed tool to replace the pen bottom. Be careful not to injure yourself.

If the pen bottom becomes damaged, replace it with a replacement pen bottom. Contact your service representative to obtain a replacement pen bottom.

This example describes how to replace the pen bottom using a pushpin.

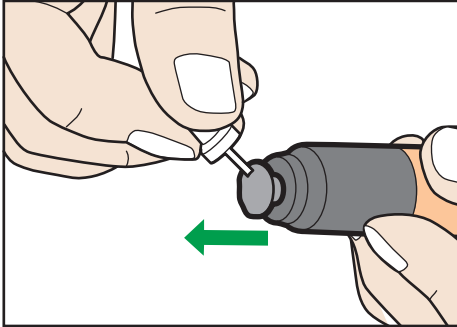
1. Insert a pushpin at an appropriate angle into the edge of the pen bottom.



CUE154

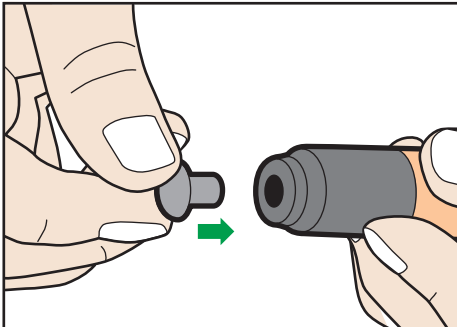
Fully insert the pushpin into the other end of the pen bottom.

2. Slowly remove the pen bottom from the interactive pen body so that the inserted pushpin does not detach from the pen bottom.



CUE155

3. When the pen bottom is removed from the interactive pen body, insert and press the new pen bottom straight onto the pen body.



CUE156

Do not twist when pressing the pen bottom. This might cause the pen bottom to break.

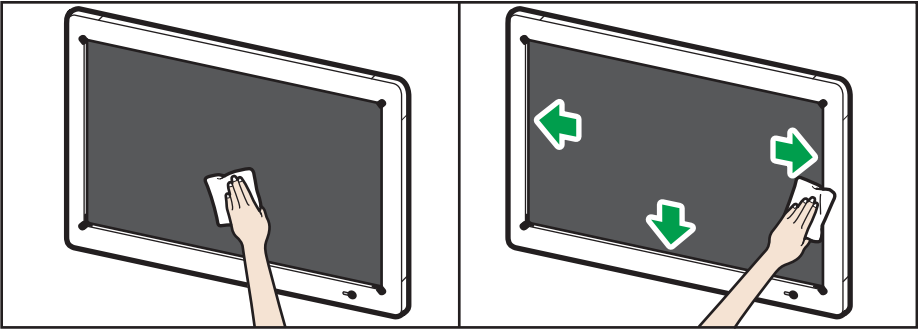
Cleaning the Display

CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

If the display surface or the inside of the display frame of the whiteboard becomes dirty, clean it with a soft dry cloth.

If the display is used without cleaning, a position touched on the display may not be recognized correctly.



DHG569

Making the Machine Recognize the Interactive Pen Again

If the pen does not respond, have the machine recognize the pen again by doing the following. This procedure is for RICOH Interactive Whiteboard Pen Sensor Kit Type 3 and whiteboard models D5520, D6510, and D7500.

Connecting the Pen Signal Receiver Again

1. Remove the pen signal receiver from the bracket.
2. Connect the pen signal receiver to the bracket.

Pairing the Interactive Pen

1. Remove the battery from the interactive pen and replace it.
2. Press and hold the pen's nib and the pen's bottom at the same time for about 2 seconds.

Note

- After you have connected the pen's receiver, immediately pair the pen. If the pen has not been paired within about 10 seconds after the pen's receiver was connected, the interactive pen will not be re-recognized.
- If the interactive pen is not recognized after the pen recognition process is repeated several times, contact your service representative.

Disabling an Unnecessary Speaker

If there is no sound from the speaker, perform following procedures to disable an unnecessary speaker.

1. Touch , the Device Management icon, in Administrator Settings.
2. Touch [Device Management].
3. Press and hold the speaker icon "USB PnP Sound Device" on the "Playback" tab of "Sound" screen for several seconds, and then release your finger from the icon.

The context menu appears.

4. Touch [Disable].

Make sure the speaker selected in Step 3 disappears from the "Playback" tab.

5. Touch [OK].

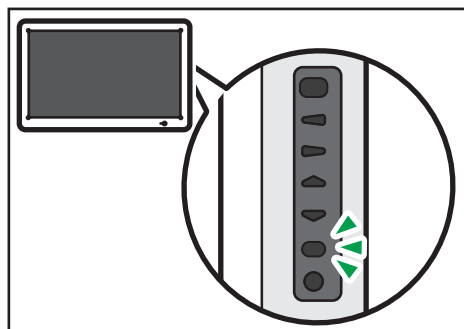
6. Touch [Save settings by restarting] on the "Device Management" screen.

The machine restarts.

Adjusting the Display

To adjust the display, use the [Menu] button on the side to display the menu.

This section explains how to adjust the display setting of RICOH Interactive Whiteboard D5510.



CUE116

Note

- For the procedure to adjust the display setting of RICOH Interactive Whiteboard D5520/D6500/D6510/D7500/D8400, see Operating Instructions of RICOH Interactive Whiteboard D5520/D6500/D6510/D7500/D8400. ("If the controller designed to comply with OPS (Open Pluggable Specification) standard is connected to this display" in the Operating Instructions corresponds to the regarding description.)
- If no button is pressed for 15 seconds, the menu automatically disappears. To hide the menu manually, press the [Menu] button again.
- Only those items that can be set are displayed on the menu.

Adjusting the Image Quality of the Display

Press the [Menu] button to display the menu, press the [▲] or [▼] button on the side of the display to select "Picture", and then press the [Enter/Input] button.



The "Picture" menu has the following items that can be adjusted:

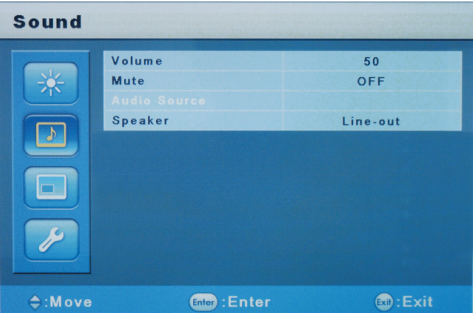
Item	Setting	Initial value	Value range
Contrast	Adjusts the contrast.	50	0–100
Sharpness	Adjusts the sharpness.	2	0–10
Brightness	Adjusts the brightness. The brightness can also be adjusted by pressing the [▲] or [▼] button, regardless of whether the menu is displayed.	3	0–5

1. Press the [▲] or [▼] button, and then select the item you want to adjust.
2. Press the [Enter/Input] button.
3. Press the [▲] or [▼] button to adjust the item.
4. Press the [Menu] button.
5. To close the "Picture" menu, press the [Menu] button.

Adjusting the sound settings

This function is available for RICOH Interactive Whiteboard D5510 only.

Press the [Menu] button to display the menu, press the [▲] or [▼] button on the side of the display to select "Sound", and then press the [Enter/Input] button.



The "Sound" menu has the following items that can be adjusted:

Item	Setting	Initial value	Value range
Volume	Adjusts the volume level.	50	0–100

Item	Setting	Initial value	Value range
Mute	Turns on or off the audio mute function.	OFF	• OFF • ON
Speaker	Selects the speaker output for playing the sound.	Line-out	• External(Audio Output 1) • Line-out(Audio Output 2)

Adjusting the volume level

1. Press the [▲] or [▼] button, and then select "Volume".
2. Press the [▲], [▼] button to adjust the volume level.
3. To close the "Sound" menu, press the [Menu] button.

Specifying the mute settings

1. Press the [▲] or [▼] button, and then select "Mute".
2. Press the [Enter/Input] button.
3. Press the [▲] or [▼] button to select "ON" or "OFF".
4. Press the [Enter/Input] button.
5. To close the "Sound" menu, press the [Menu] button.

Selecting the speaker output

1. Press the [▲] or [▼] button, and then select "Speaker".
2. Press the [Enter/Input] button.
3. Press the [▲] or [▼] button, and then select the item you want to set.
4. Press the [Enter/Input] button.
5. To close the "Sound" menu, press the [Menu] button.

Adjusting the Position or Size of a Subwindow

Press the [Menu] button to display the menu, press the [▲] or [▼] button on the side of the display to select "Option", and then press the [Enter/Input] button.



The "Option" menu has the following items that can be adjusted:

Item	Setting	Initial value	Value range
Aspect Ratio	When it is set to "Full", the image is expanded to full screen.	Original	- Full - Original
PIP-PIP Size	Selects the sub-window size displayed when the [PIP] button is pressed.	Middle	- Small (384 × 288) - Middle (480 × 360) - Large (576 × 432)
PIP-PIP Position	Adjusts the position of sub-windows displayed when the [PIP] button is pressed. This item only works when the sub-windows are displayed.	Upper right corner	-
Auto Adjustment	Automatically adjusts the position of the screen switched to with the [Enter/Input] button. This item only works when screens are switched.	-	-

Adjusting the aspect ratio

1. Press the [☀] or [🎵] button, and then select "Aspect Ratio".
2. Press the [Enter/Input] button.
3. Press the [☀] or [🎵] button, and then select the item you want to set.
4. Press the [Enter/Input] button.

5. To close the "Option" menu, press the [Menu] button.

Setting the PIP size

1. Press the [▲] or [▼] button, and then select "PIP".
2. Press the [Enter/Input] button.
3. Press the [▲] or [▼] button, and then select "PIP Size".
4. Press the [Enter/Input] button.
5. Press the [▲] or [▼] button, and then select a sub-window size.
6. Press the [Enter/Input] button.
7. Press the [Menu] button to close the "PIP" menu.
8. To close the "Option" menu, press the [Menu] button.

Adjusting the PIP position

1. Press the [▲] or [▼] button, and then select "PIP".
2. Press the [Enter/Input] button.
3. Press the [▲] or [▼] button, and then select "PIP Position".
4. Press the [Enter/Input] button.
5. Press the [←], [→], [▲], or [▼] button, and then move the sub-window to a different position.
6. To close the "Option" menu, press the [Menu] button.

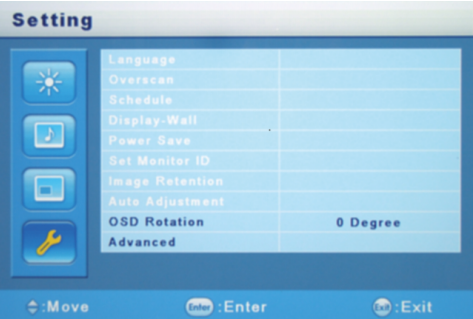
Using Auto Adjustment

1. Press the [▲] or [▼] button, and then select "Auto Adjustment".
2. Press the [Enter/Input] button.

The menu is closed, and the screen position is automatically adjusted.

Changing the Menu Settings

Press the [Menu] button to display the menu, press the [▲] or [▼] button on the side of the display to select "Setting", and then press the [Enter/Input] button.



The "Setting" menu has the following items that can be adjusted:

Item	Setting	Initial value	Value range
OSD Rotation	Rotates the menu display 90 degrees.	0 Degree	0 Degree 90 Degree
Advanced -Restore User Default	Initializes all settings to their defaults.	-	- Confirm - Return

Using OSD rotation

1. Press the [▲] or [▼] button, and then select "OSD Rotation".
2. Press the [Enter/Input] button.
3. Press the [▲] or [▼] button, and then select an angle of rotation.
4. Press the [Enter/Input] button.
5. To close the "Setting" menu, press the [Menu] button.

Using restore user default

1. Press the [▲] or [▼] button, and then select "Advanced".
2. Press the [Enter/Input] button.
3. Check that "Restore User Default" is selected, and then press the [Enter/Input] button.
4. Press the [▲] or [▼] button, and then select "Confirm".
5. Press the [Enter/Input] button.

The menu is closed, and all settings are reset to their default values.

List of Video Input Signals Supported by the Machine

This section describes input signals supported for each of the HDMI, DisplayPort, and VGA input terminals.

Each input terminal supports input signals if they satisfy the following conditions:

The signal must comply with one of the following VESA standards:

- Industry Standards and Guidelines for Computer Display Monitor Timing (DMT) Standard-Version 1 Revision 12
- Coordinated Video Timings (CVT) Standard Version 1.1
- Generalized Timing Formula (GTF) Version 1.1

The signal must also be one of those marked with a ○ symbol in the "HDMI Input" column, "DisplayPort Input" column or "VGA Input" column of the following table:

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPort Input	VGA Input
VESA CVT	1024 × 768	60	○	○	-
VESA GTF	1024 × 768	60	○	○	-
VESA DMT	1024 × 768	60	○	○	-
VESA GTF	1024 × 768	70	○	○	-
VESA DMT	1024 × 768	70	○	○	-
VESA CVT	1024 × 768	75	○	○	-
VESA DMT	1024 × 768	75	○	○	-
VESA CVT	1024 × 768	85	○	○	-
VESA DMT	1024 × 768	85	○	○	-
VESA CVT	1152 × 864	60	○	○	-
VESA GTF	1152 × 864	60	○	○	-
VESA CVT	1152 × 864	75	○	○	-
VESA GTF	1152 × 864	75	○	○	-
VESA DMT	1152 × 864	75	○	○	-

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPort Input	VGA Input
VESA GTF	1280 × 600	60	○	○	-
VESA CVT	1280 × 720	60	○	○	○
VESA GTF	1280 × 720	60	○	○	○
VESA DMT	1280 × 720	60	○	○	○
VESA CVT	1280 × 720	75	○	○	-
VESA GTF	1280 × 720	75	○	○	-
VESA CVT	1280 × 720	85	○	○	-
VESA GTF	1280 × 720	85	○	○	-
VESA GTF	1280 × 768	60	○	○	○
VESA DMT/CVT (RB)	1280 × 768	60	○	○	-
VESA DMT/CVT	1280 × 768	60	○	○	○
VESA GTF	1280 × 768	75	○	○	○
VESA DMT/CVT	1280 × 768	75	○	○	○
VESA GTF	1280 × 768	85	○	○	○
VESA DMT/CVT	1280 × 768	85	○	○	○
VESA GTF	1280 × 800	60	○	○	○
VESA DMT/CVT (RB)	1280 × 800	60	○	○	○
VESA DMT/CVT	1280 × 800	60	○	○	○
VESA GTF	1280 × 800	75	○	○	○
VESA DMT/CVT	1280 × 800	75	○	○	○
VESA DMT/CVT	1280 × 800	85	○	○	○
VESA GTF	1280 × 800	85	○	○	○

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPort Input	VGA Input
VESA CVT	1280 × 960	60	○	○	-
VESA GTF	1280 × 960	60	○	○	-
VESA DMT	1280 × 960	60	○	○	-
VESA CVT	1280 × 960	85	○	○	-
VESA GTF	1280 × 960	85	○	○	-
VESA DMT	1280 × 960	85	○	○	-
VESA CVT	1280 × 1024	60	○	○	-
VESA GTF	1280 × 1024	60	○	○	-
VESA DMT	1280 × 1024	60	○	○	-
VESA CVT	1280 × 1024	75	○	○	-
VESA GTF	1280 × 1024	75	○	○	-
VESA DMT	1280 × 1024	75	○	○	-
VESA CVT	1280 × 1024	85	○	○	-
VESA GTF	1280 × 1024	85	○	○	-
VESA DMT	1280 × 1024	85	○	○	-
VESA CVT	1360 × 768	60	○	○	○
VESA GTF	1360 × 768	60	○	○	○
VESA DMT	1360 × 768	60	○	○	○
VESA GTF	1366 × 768	60	○	○	○
VESA DMT (RB)	1366 × 768	60	○	○	-
VESA DMT	1366 × 768	60	○	○	○
VESA GTF	1400 × 1050	60	○	○	○
VESA DMT/CVT (RB)	1400 × 1050	60	○	○	○

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPort Input	VGA Input
VESA DMT/CVT	1400 × 1050	60	○	○	○
VESA DMT/CVT	1400 × 1050	75	○	○	○
VESA GTF	1440 × 900	60	○	○	○
VESA DMT/CVT (RB)	1440 × 900	60	○	○	-
VESA DMT/CVT	1440 × 900	60	○	○	-
VESA GTF	1440 × 900	75	○	○	○
VESA DMT/CVT	1440 × 900	75	○	○	○
VESA GTF	1440 × 900	85	○	○	○
VESA DMT/CVT	1440 × 900	85	○	○	○
VESA GTF	1400 × 1050	75	○	○	○
VESA CVT	1600 × 900	60	○	○	○
VESA CVT (RB)	1600 × 900	60	○	○	-
VESA GTF	1600 × 900	60	○	○	○
VESA DMT (RB)	1600 × 900	60	○	○	-
VESA CVT	1600 × 1200	60	○	○	-
VESA GTF	1600 × 1200	60	○	○	-
VESA DMT	1600 × 1200	60	○	○	○
VESA GTF	1680 × 1050	60	○	○	○
VESA DMT/CVT (RB)	1680 × 1050	60	○	○	○
VESA DMT/CVT	1680 × 1050	60	○	○	○
VESA DMT	1920 × 1080	60	○	○	○
VESA DMT/CVT (RB)	1920 × 1200	60	-	-	-

- VESA DMT: Industry Standards and Guidelines for Computer Display Monitor Timing (DMT) Standard- Version 1 Revision 12
- VESA CVT: Coordinated Video Timings (CVT) Standard Version 1.1
- VESA GTF: Generalized Timing Formula (GTF) Version 1.1
- RB: Reduced Blanking

↓ Note

- For details about the locations of the input terminals, see page 75 "Devices That Can Be Connected to the Machine".
- For the VGA Input 2 and HDMI Input 2 signal supported of RICOH Interactive Whiteboard D5510 is following:
 - VGA Input 2

Signal format	Resolution	Frequency
VESA DMT	1024 × 768	60 Hz

- HDMI Input 2

Resolution	Frequency (Hz)	Pixel Rate (MHz)
640x480	60	25.175
640x480	72	31.5
640x480	75	31.5
720x400	70	28.32
800x600	60	40
800x600	75	49.5
1024x768	60	65
1024x768	75	78.75
1280x768	60	79.5
1280x800	60	83.5
1280x960	60	108
1280x1024	60	108
1360x768	60	85.5

Resolution	Frequency (Hz)	Pixel Rate (MHz)
1360x768	60	85.5
1920x1080	60	148.5

- For the input signal supported by the Capture Board of RICOH Interactive Whiteboard D5520/D6500/D6510/D7500/D8400, see Operating Instructions of RICOH Interactive Whiteboard D5520/D6500/D6510/D7500/D8400.
- If resolutions or signal frequencies that are not compatible with this machine are entered, the images may flicker, blur, be displayed as stretched images horizontally or vertically, or not be displayed correctly.
- This machine only supports devices that use progressive scanning.

Specifications

RICOH Interactive Whiteboard D5510

LCD panel

Item	Specifications
Size	55 inch wide (diagonal 1387 mm)
Effective display area (H × V)	1209.6 × 680.4 mm (47.6 × 26.8 inches)
Display type	VA
Backlight	LED system
Maximum resolution	1920 × 1080 pixels
Aspect ratio	16 : 9
Display color	Approximately 16.77 million colors
Pixel pitch (H × V)	0.63 × 0.63 mm (0.03 × 0.03 inches)
Maximum brightness	300cd/m ²  Note Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	2670 : 1
View angles	160° in the horizontal field; 160° in the vertical field (Contrast ratio = 10 or more)
Response speed	6.5 ms (Gray to Gray, Average)

Touch panel

Item	Specifications
Detection method	IR Camera Type
Guard glass (With AR coating)	Thickness : Approximately 2.0 mm (0.08 inches)

External Interface

Item	Specifications
Input connector	Digital Input (Correspond to HDMI)×2 - Digital Input 1 (Copyright-protected content not supported) - Digital Input 2 (Copyright-protected content supported / 2-screen display not supported: for audio-visual devices) DisplayPort terminal×1 - DisplayPort Input (Copyright-protected content not supported) Mini D-SUB15Pin×2 - VGA Input 1 VGA Input 2 (for PIP)  Note - For details about the video input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
Output connector	DVI-D terminal×1 - DVI Output (DVI-D: For projectors) Speaker terminal (L/R) - Audio Output 1 (Speaker/Stereo: 10W×10W/8 ohm) RCA_1 pin×2Audio Output 2 (Line Out/Stereo)
USB Port	USB2.0 TypeA × 4 USB3.0 TypeA × 2
Communication connector	10BASE-T/100BASE-TX/1000BASE-T

Network

Item	Specifications
Line speed	Minimum: 200 kbps

Item	Specifications
Communication port	Remote whiteboard - TCP: 80, 50000, 50001, 50002, and 61616 are available for communication E-mail transmission - Communication with the port number specified in the Email settings is available for communication. (page 161 "Configuring SMTP Server Settings") RICOH UCS function - When no proxy is used TCP: 80, 443, 5222, 17990, 17992 UDP: 50000 – 65535 (Maximum 6 ports) - When a proxy is used TCP: 80, 443 - TCP443 transmission TCP: 80, 443 Folder sharing on external storages - TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

Item	Specifications
Power source used	100–240 V, 50 Hz/60 Hz
Maximum power consumption	180 W
Power consumption in standby mode	58 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Approximately 45 kg (99.3 lbs.)
Physical dimensions (W × H × D)	1360 × 830 × 125 mm (53.5 × 32.7 × 5.0 inches)

Operating range

Item	Specifications
Temperature	10–32 °C (50–89.6 °F) Note The temperature range varies according to the conditions of the installation location.
Humidity	15–80% Note - The humidity range varies according to the conditions of the installation location. - A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	0–2000 m (0–6600 feet)

RICOH Interactive Whiteboard D5520

LCD panel

Item	Specifications
Size	55 inch wide (diagonal 1387.80 mm)
Effective display area (H × V)	1232.0 × 708.9 mm (48.50 × 27.91 inches)
Display type	IPS
Backlight	LED system
Maximum resolution	1920 × 1080 dots
Aspect ratio	16 : 9
Display color	Approximately 16.7 billion colors (8 bit each for R, G, and B8bit)
Pixel pitch (H × V)	0.630 × 0.630 mm (0.02 × 0.02 inches)

Item	Specifications
Maximum brightness	450cd/m ²  Note Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	1 100 : 1
View angles	178° in the horizontal field; 178° in the vertical field (Contrast ratio = 10 or more)
Response speed	12 ms (Gray to Gray)

Touch panel

Item	Specifications
Detection method	ShadowSense Type
Guard glass (With AR coating)	Thickness: Approximately 3.0 mm (0.12 inches) (AG Anti-Glare Glass)

External Interface (Controller)

Item	Specifications
Input connector	Capture Board Digital Input (Correspond to HDMI)×1 - Digital Input (Copyright-protected content not supported) DisplayPort terminal×1 - DisplayPort Input (Copyright-protected content not supported) Mini D-SUB15Pin×1 - VGA Input Controller Unit Microphone Input×1 - Audio Input Note - For details about the video input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit DisplayPort terminal×1 - Digital Output (For audio-visual devices) Speaker terminal×1 - Audio Output (Stereo)
USB Port	Controller Unit USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device. USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected. USB3.0 TypeA: For connecting the Capture Board only. This terminal cannot be used for other purposes.

Item	Specifications
Communication connector	Controller Unit 10BASE-T/100BASE-TX/1000BASE-T

↓ Note

- For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

Item	Specifications
Line speed	Minimum: 200 kbps
Communication port	Remote whiteboard - TCP: 80, 50000, 50001, 50002, and 61616 are available for communication E-mail transmission - Communication with the port number specified in the Email settings is available for communication. (page 161 "Configuring SMTP Server Settings") RICOH UCS function - When no proxy is used TCP: 80, 443, 5222, 17990, 17992 UDP: 50000 – 65535 (Maximum 6 ports) - When a proxy is used TCP: 80, 443 - TCP443 transmission TCP: 80, 443 Folder sharing on external storages - TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

Item	Specifications
Power source used	North America: 120 V (±10%), 60 Hz Europe: 220–240 V (±10%), 50 Hz Asia: 220–240 V (±10%), 50/60 Hz
Maximum power consumption	255 W
Power consumption in standby mode	Less than 40 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Main body and all options (including the pen tray): less than 46 kg (101.41 lbs.)
Physical dimensions (W × H × D)	All options attached: 1352 × 770 × 135 mm (53.22 × 30.32 × 5.31 inches) Including the tray: 1387 × 770 × 189 mm (54.61 × 30.32 × 7.44 inches)

Operating range

Item	Specifications
Temperature	0–32 °C (32–89.6 °F)  Note The temperature range varies according to the conditions of the installation location.

Item	Specifications
Humidity	10–80% Note - The humidity range varies according to the conditions of the installation location. - A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

RICOH Interactive Whiteboard D6500

LCD panel

Item	Specifications
Size	65 inch wide (diagonal 1651 mm)
Effective display area (H × V)	1428.5 × 803.5 mm (56.3 × 31.7 inches)
Display type	VA
Backlight	LED system
Maximum resolution	1920 × 1080 pixels
Aspect ratio	16 : 9
Display color	Approximately 1.06 billion colors (10 bit each for R, G, and B)
Pixel pitch (H × V)	0.744 × 0.744 mm (0.03 × 0.03 inches)
Maximum brightness	360cd/m ² Note Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	4000 : 1
View angles	178° in the horizontal field; 178° in the vertical field (Contrast ratio = 10 or more)

Item	Specifications
Response speed	8 ms

Touch panel

Item	Specifications
Detection method	IR Matrix Type
Guard glass (With AR coating)	Thickness: Approximately 4.0 mm (AG Anti-Glare Glass)

External Interface (Controller)

Item	Specifications
Input connector	Capture Board Digital Input (Correspond to HDMI)×1 - Digital Input (Copyright-protected content not supported) DisplayPort terminal×1 - DisplayPort Input (Copyright-protected content not supported) Mini D-SUB15Pin×2 - VGA Input Controller Unit Microphone Input×1 - Audio Input  Note - For details about the video input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit Digital Output (Correspond to HDMI)×1 - Digital Output (For audio-visual devices) Speaker terminal - Audio Output (Line Out/Stereo)

Item	Specifications
USB Port	Controller Unit USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device. USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected. USB3.0 TypeA: For connecting the Capture Board only. This terminal cannot be used for other purposes.
Communication connector	Controller Unit 10BASE-T/100BASE-TX/1000BASE-T

Note

- For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

Item	Specifications
Line speed	Minimum: 200 kbps

Item	Specifications
Communication port	Remote whiteboard • TCP: 80, 50000, 50001, 50002, and 61616 are available for communication E-mail transmission • Communication with the port number specified in the Email settings is available for communication. (page 161 "Configuring SMTP Server Settings") RICOH UCS function • When no proxy is used TCP: 80, 443, 5222, 17990, 17992 UDP: 50000 – 65535 (Maximum 6 ports) • When a proxy is used TCP: 80, 443 • TCP443 transmission TCP: 80, 443 Folder sharing on external storages • TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

Item	Specifications
Power source used	100–240 V, 50 Hz/60 Hz
Maximum power consumption	Less than 300 W
Power consumption in standby mode	Less than 12 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Main body and controller: Less than approximately 76 kg (167.6 lbs.)

Item	Specifications
Physical dimensions (W × H × D)	All options attached: 1531 × 901 × 126 mm (60.3 × 35.5 × 5.0 inches) Including the tray: 1531 × 937 × 196 mm (60.3 × 36.9 × 7.8 inches)

Operating range

Item	Specifications
Temperature	10–32 °C (50–89.6 °F) Note The temperature range varies according to the conditions of the installation location.
Humidity	10–80% Note - The humidity range varies according to the conditions of the installation location. - A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

RICOH Interactive Whiteboard D6510

LCD panel

Item	Specifications
Size	65V inch wide (diagonal 1651 mm)
Effective display area (H × V)	1428.5 × 803.5 mm (56.24 × 31.63 inches)
Display type	VA
Backlight	LED system
Maximum resolution	1920 × 1080 dots

Item	Specifications
Aspect ratio	16 : 9
Display color	Approximately 1.06 billion colors (10 bit each for R, G, and B)
Pixel pitch (H × V)	0.744 × 0.744 mm (0.03 × 0.03 inches)
Maximum brightness	350cd/m ²  Note Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	4000 : 1
View angles	178° in the horizontal field; 178° in the vertical field (Contrast ratio = 10 or more)
Response speed	8 ms (Gray to Gray)

Touch panel

Item	Specifications
Detection method	ShadowSense Type
Guard glass (With AR coating)	Thickness: Approximately 3.0 mm (0.12 inches) (AG Anti-Glare Glass)

External Interface (Controller)

Item	Specifications
Input connector	Capture Board Digital Input (Correspond to HDMI)×1 - Digital Input (Copyright-protected content not supported) DisplayPort terminal×1 - DisplayPort Input (Copyright-protected content not supported) Mini D-SUB15Pin×1 - VGA Input Controller Unit Microphone Input×1 - Audio Input  Note - For details about the video input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit DisplayPort terminal×1 - Digital Output (For audio-visual devices) Speaker terminal×1 - Audio Output (Stereo)
USB Port	Controller Unit USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device. USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected. USB3.0 TypeA: For connecting the Capture Board only. This terminal cannot be used for other purposes.

Item	Specifications
Communication connector	Controller Unit 10BASE-T/100BASE-TX/1000BASE-T

 Note

- For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

Item	Specifications
Line speed	Minimum: 200 kbps
Communication port	Remote whiteboard • TCP: 80, 50000, 50001, 50002, and 61616 are available for communication E-mail transmission • Communication with the port number specified in the Email settings is available for communication. (page 161 "Configuring SMTP Server Settings") RICOH UCS function • When no proxy is used TCP: 80, 443, 5222, 17990, 17992 UDP: 50000 – 65535 (Maximum 6 ports) • When a proxy is used TCP: 80, 443 • TCP443 transmission TCP: 80, 443 Folder sharing on external storages • TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

Item	Specifications
Power source used	North America: 120 V ($\pm 10\%$), 60 Hz Europe: 220–240 V ($\pm 10\%$), 50 Hz Asia: 220–240 V ($\pm 10\%$), 50/60 Hz
Maximum power consumption	350 W
Power consumption in standby mode	45 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Main body and all options (including the pen tray): less than 60 kg (132.28 lbs.)
Physical dimensions (W × H × D)	All options attached: 1553 × 888 × 170 mm (61.14 × 34.96 × 6.69 inches) Including the tray: 1588 × 888 × 224 mm (62.51 × 34.96 × 8.82 inches)

Operating range

Item	Specifications
Temperature	0–32 °C (32–89.6 °F) Note The temperature range varies according to the conditions of the installation location.

Item	Specifications
Humidity	10–80%  Note • The humidity range varies according to the conditions of the installation location. • A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

RICOH Interactive Whiteboard D7500

LCD panel

Item	Specifications
Size	75V inch wide (diagonal 1892.73 mm)
Effective display area (H × V)	1675.2 × 953.6 mm (65.95 × 37.54 inches)
Display type	IPS
Backlight	LED system
Maximum resolution	3840 × 2160 dots
Aspect ratio	16 : 9
Display color	Approximately 10.6 billion colors (10 bit each for R, G, and B)
Pixel pitch (H × V)	0.429 × 0.429 mm (0.02 × 0.02 inches)
Maximum brightness	410cd/m ²  Note • Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	1200 : 1
View angles	178° in the horizontal field; 178° in the vertical field (Contrast ratio = 10 or more)

Item	Specifications
Response speed	8 ms (Gray to Gray)

Touch panel

Item	Specifications
Detection method	ShadowSense Type
Guard glass (With AR coating)	Thickness: Approximately 4.0 mm (0.16 inches) (AG Anti-Glare Glass)

External Interface (Controller)

Item	Specifications
Input connector	Capture Board Digital Input (Correspond to HDMI)×1 - Digital Input (Copyright-protected content not supported) DisplayPort terminal×1 - DisplayPort Input (Copyright-protected content not supported) Mini D-SUB15Pin×1 - VGA Input Controller Unit Microphone Input×1 - Audio Input Note - For details about the video input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit DisplayPort terminal×1 - Digital Output (For audio-visual devices) (Copyright-protected content supported) Speaker terminal×1 - Audio Output (Stereo)

Item	Specifications
USB Port	Controller Unit USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device. USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected. USB2.0 TypeA (3): For connecting the Capture Board only. This terminal cannot be used for other purposes.
Communication connector	Controller Unit 10BASE-T/100BASE-TX/1000BASE-T

 Note

- For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

Item	Specifications
Line speed	Minimum: 200 kbps

Item	Specifications
Communication port	Remote whiteboard - TCP: 80, 50000, 50001, 50002, and 61616 are available for communication E-mail transmission - Communication with the port number specified in the Email settings is available for communication. (page 161 "Configuring SMTP Server Settings") RICOH UCS function - When no proxy is used TCP: 80, 443, 5222, 17990, 17992 UDP: 50000 – 65535 (Maximum 6 ports) - When a proxy is used TCP: 80, 443 - TCP443 transmission TCP: 80, 443 Folder sharing on external storages - TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

Item	Specifications
Power source used	North America: 120 V ($\pm 10\%$), 60 Hz Europe: 220–240 V ($\pm 10\%$), 50 Hz Asia: 220–240 V ($\pm 10\%$), 50/60 Hz
Maximum power consumption	420 W
Power consumption in standby mode	50 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Main body only: approximately 90kg (198.5 lbs.)
Physical dimensions (W × H × D)	Main body only: 1783 × 1019 × 127 mm (70.20 × 40.12 × 5.0 inches)

Operating range

Item	Specifications
Temperature	0–32 °C (32–89.6 °F) Note The temperature range varies according to the conditions of the installation location.
Humidity	10–80% Note - The humidity range varies according to the conditions of the installation location. - A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

RICOH Interactive Whiteboard D8400**LCD panel**

Item	Specifications
Size	84 inch wide (diagonal 2134.62 mm)
Effective display area (H × V)	1860.48 × 1046.52 mm (73.3 × 41.3 inches)
Display type	IPS
Backlight	LED system
Maximum resolution	3840 × 2160 pixels (1960 × 1080 pixels when using the Interactive Whiteboard)

Item	Specifications
Aspect ratio	16 : 9
Display color	Approximately 1.06 billion colors (10 bit each for R, G, and B)
Pixel pitch (H × V)	0.4845 × 0.4845 mm (0.019 × 0.019 inches)
Maximum brightness	350cd/m ²  Note Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	1400 : 1
View angles	178° in the horizontal field; 178° in the vertical field (Contrast ratio = 10 or more)
Response speed	5 ms (Gray to Gray, Average)

Touch panel

Item	Specifications
Detection method	IR Matrix Type
Guard glass (With AR coating)	Thickness: Approximately 4.0 mm (AG Anti-Glare Glass)

External Interface (Controller)

Item	Specifications
Input connector	Capture Board Digital Input (Correspond to HDMI)×1 - Digital Input (Copyright-protected content not supported) DisplayPort terminal×1 - DisplayPort Input (Copyright-protected content not supported) Mini D-SUB15Pin×2 - VGA Input Controller Unit Microphone Input×1 - Audio Input Note - For details about the video input signals that are supported, see page 275 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit Digital Output (Correspond to HDMI)×1 - Digital Output (For audio-visual devices) Speaker terminal - Audio Output (Line Out/Stereo)
USB Port	Controller Unit USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device. USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected. USB3.0 TypeA: For connecting the Capture Board only. This terminal cannot be used for other purposes.

Item	Specifications
Communication connector	Controller Unit 10BASE-T/100BASE-TX/1000BASE-T

↓ Note

- For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

Item	Specifications
Line speed	Minimum: 200 kbps
Communication port	Remote whiteboard - TCP: 80, 50000, 50001, 50002, and 61616 are available for communication E-mail transmission - Communication with the port number specified in the Email settings is available for communication. (page 161 "Configuring SMTP Server Settings") RICOH UCS function - When no proxy is used TCP: 80, 443, 5222, 17990, 17992 UDP: 50000 – 65535 (Maximum 6 ports) - When a proxy is used TCP: 80, 443 - TCP443 transmission TCP: 80, 443 Folder sharing on external storages - TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

Item	Specifications
Power source used	100–240 V, 50 Hz/60 Hz
Maximum power consumption	Less than 564 W

Item	Specifications
Power consumption in standby mode	Less than 50 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Main body and controller: Less than approximately 110 kg (242.6 lbs.)
Physical dimensions (W × H × D)	All options attached: 1935 × 1181 × 131 mm (76.2 × 46.5 × 5.2 inches) Including the tray: 1935 × 1216 × 201 mm (76.2 × 47.9 × 8.0 inches)

Operating range

Item	Specifications
Temperature	10–32 °C (50–89.6 °F)  Note • The temperature range varies according to the conditions of the installation location.
Humidity	10–80%  Note • The humidity range varies according to the conditions of the installation location. • A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

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About Added or Changed Features

The following features are added or changed when the system is updated. For details about these features and their operations, see the corresponding reference for each feature.

Version 2.2.0.0

Feature	Description	Reference
Importing or exporting a file using a cloud storage service	You can import a file saved in a cloud storage or export a file to a cloud storage.	See page 53 "Saving Pages". See page 58 "Importing a File".
Synchronizing the device settings	The method for specifying the synchronization settings has been changed. Since you can specify a group of destination whiteboards to synchronize with the source whiteboard at one time, you do not need to configure any settings on the destination whiteboards being synchronized.	See page 205 "Synchronizing Settings on Multiple Whiteboards".

Version 2.1.0.0

Feature	Description	Reference
Downloading IWB Remote Desktop Software for Mac from the Web page	IWB Remote Desktop Software for Mac can be downloaded from the menu on the Web page.	See page 114 "Downloading IWB Remote Desktop Software".

Version 2.0.0.0

Feature	Description	Reference
Marker entry mode	You can draw markers by selecting marker entry mode from the pen submenu.	See page 30 "Writing on the Screen".
PDF file upload from RICOH Interactive Whiteboard Client	When participating in a remote whiteboard session, you can upload PDF files stored in a terminal on which RICOH Interactive Whiteboard Client is installed.	See RICOH Interactive Whiteboard Client Start Guide

Feature	Description	Reference
Template addition function	You can add a template image as a new page by importing to the machine the image file that you want to use as a template. Also, you can display the template when the Interactive Whiteboard starts.	See page 49 "Adding a Template". See page 176 "Managing a Template".
Performing connection tests on shared folders	You can check whether or not to connect to each shared folder after importing the shared folder list to the machine.	See page 175 "Performing a Connection Test on a Shared Folder".

Version 1.9.0.0

Feature	Description	Reference
RICOH UCS function	You can use the machine for video conferencing by connecting an external camera, microphone, and speaker, and then switching to RICOH UCS mode.	See page 91 "Using the RICOH UCS Function" See page 200 "Changing the Video Conference Settings"
RICOH Streamline NX-based authentication management function	You can manage the machine as a RICOH Streamline NX-supporting device with input from your IC card or keyboard.	See page 253 "Managing the Machine with RICOH Streamline NX"
Palm deletion mode	You can delete a whiteboard entry with the palm of your hand or the ball of your finger.	See page 39 "Deleting in palm deletion mode"
Image file upload from RICOH Interactive Whiteboard Client	When participating in a remote whiteboard session, you can upload to the machine photos taken with or image files stored in a terminal on which RICOH Interactive Whiteboard Client is installed.	See RICOH Interactive Whiteboard Client Start Guide
Added devices supporting printing	You can use the machine to print to a wide format multifunction printer that supports larger documents.	See page 70 "Printing"

Feature	Description	Reference
Languages for non-handwritten input mode	You can add a language to use with fair copy entry mode.	See page 33 "Writing in fair copy entry mode"

Version 1.8.0.0

Feature	Description	Reference
Downloading RICOH Interactive Whiteboard Client for Windows or Android OS from the Web page	RICOH Interactive Whiteboard Client for Windows or Android OS can be downloaded from the menu on the Web page.	See page 103 "Things You Can Do on the Web Page"
Configuring restrictions on the functions of RICOH Interactive Whiteboard Client	You can specify whether or not to allow selecting the external inputs and use the page switching, add-page, handwritten entry, delete and marker functions from RICOH Interactive Whiteboard Client.	See page 186 "Changing the System Settings"
Simultaneously writing the handwritten entry mode from multiple touch pens	You can write up to four strokes from multiple touch pens in handwritten entry mode on the whiteboard.	See page 32 "Writing in handwritten entry mode"
The search function of the address book	You can search for a destination of an email from the Imported Address Book or Public Address Book.	See page 67 "Specifying Destinations"
The compression function to reduce the file size of PDF files	You can compress a PDF file to reduce its file size when saving and sending the file via e-mail.	See page 53 "Saving Pages" See page 64 "Sending Pages by E-mail"

Version 1.7.0.0

Feature	Description	Reference
Linking with smart devices	You can use a QR code to link the machine with a smart device, and display the file in the smart device on the machine or save the contents of the machine in the smart device.	See page 72 "Linking with a Smart Device"

Version 1.6.110.0

Feature	Description	Reference
Selecting and deleting multiple strokes using the touch pen or your fingers	You can use the touch pen or your fingers to select multiple strokes and erase them.	See page 38 "Selecting and deleting multiple strokes"
Adding the print condition settings	You can specify the side to print (1-sided/2-sided) and the printer to output from.	See page 70 "Printing"
The upload conditions when restoring the settings	You can specify whether or not to upload the device synchronization settings when restoring the machine settings.	See page 204 "Restoring Configuration Settings"
Restoring the whiteboard	You can configure the settings so that the items that was written on the whiteboard are restored even if the machine has been shut down without saving its contents.	See page 186 "Changing the System Settings"

Version 1.6.0.0

Feature	Description	Reference
Writing on the screen with touch pen or your fingers *1	On RICOH Interactive Whiteboard D6500, you can use the touch pen or your fingers to write on the screen.	See page 25 "Operating the Screen"
Wireless Network settings *1	You can connect to a wireless network. Also, the MAC address of the wireless LAN adapter can be displayed.	See page 155 "Configuring Wireless Network Settings"
Copy and Paste function	You can select the stroke that is already drawn on the screen to cut, copy, or paste it.	See page 43 "Cutting, Copying, or Pasting Strokes"
Use of a public address book	You can select the destination address of an e-mail from a public address book (Active Director / LDAP server address).	See page 67 "Specifying Destinations"
Density setting of the grid and guide line colors	You can adjust the color density of the grip and guide lines that are displayed.	See page 186 "Changing the System Settings"

Feature	Description	Reference
Whiteboard Detailed settings	You can retain the changes made to the settings after the machine is turned off by specifying [Default Whiteboard Detailed Settings] in System Settings.	See page 186 "Changing the System Settings"
Synchronizing the device settings	You can synchronize the configuration of multiple whiteboards at remote locations with the configuration information of a single whiteboard.	See page 204 "Restoring Configuration Settings"
Crestron Cooperation function	As a Crestron-supported device, you can connect and control the machine on a network from the Crestron system.	See page 256 "Using the Crestron Function"
RICOH Interactive Whiteboard Client function	You can participate in a remote whiteboard from the iPad that is installed with RICOH Interactive Whiteboard Client.	See RICOH Interactive Whiteboard Client Start Guide

*1 The feature may not be supported on some machine models.

Version 1.5.0.0

Feature	Description	Reference
Fair Copy Entry mode	You can write and convert freehand written characters to text data as you write them. You can also draw freehand horizontal or vertical lines, circles, or rectangles and have them automatically corrected or aligned.	See page 33 "Writing in fair copy entry mode".
Line entry mode	You can write freehand lines and arrows.	See page 34 "Writing in line entry mode".
Stamp entry mode	You can draw figures or enter stamps by selecting them from the list.	See page 35 "Writing in stamp entry mode".
Insert New Page	You can insert a new blank page at any selected location.	See page 48 "Adding a Page".

Feature	Description	Reference
Editing the saved figures and text data	You can open and display saved figures and text data, and edit fair copy entry text figures and stamps on the pages.	See page 58 "Importing a File".
Changing a file name of a saved file	You can change the file name when saving a file to a USB flash memory device or in a shared folder or sending a file via e-mail.	See page 53 "Operating a File".
Setting a password when saving a file	You can set a password for a PDF file when saving the file to a USB flash memory device or in a shared folder or sending the file via e-mail.	See page 53 "Operating a File".
RICOH UCS screen sharing	During a video conference, you can share the screen of the machine that is connected to a video conferencing device via USB.	See page 87 "Sharing the Whiteboard Screen in a Video Conference".
Changing the Administrator settings from the Web page	You can make various changes to the settings including network settings or the system clock from the Web page of the machine.	See page 110 "Opening Administrator Settings".
[Quality/Speed] setting in IWB Remote Desktop Software	You can choose whether to give priority to image quality or transfer speed when displaying the computer screen on the machine in IWB Remote Desktop Software.	See page 118 "Using IWB Remote Desktop Software".
Viewing the whiteboard in a Web browser	You can view the screen of the machine from a remote location using a Web browser without hosting the whiteboard if the network settings are configured accordingly and a remote whiteboard license has been added.	See page 123 "Overview of Remote Whiteboard".
Whiteboard Detailed Settings	You can view and change the settings of a whiteboard on the whiteboard.	See page 141 "Changing the Detailed Settings".

Feature	Description	Reference
Security Settings	The security settings screen has been added so that viewing and configuring all security related settings is possible.	See page 192 "Changing the Security Settings".
Manually specifying a passcode	You can choose whether or not to specify a passcode manually in the security settings when starting a whiteboard.	-

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